

CITY OF WOODBURN

CITY COUNCIL AGENDA

JULY 23, 2007 – 7:00 P.M.

KATHRYN FIGLEY, MAYOR
WALTER NICHOLS, COUNCILOR WARD I
RICHARD BJELLAND, COUNCILOR WARD II
PETER MCCALLUM, COUNCILOR WARD III
JAMES COX, COUNCILOR WARD IV
FRANK LONERGAN, COUNCILOR WARD V
ELIDA SIFUENTEZ, COUNCILOR WARD VI

CITY HALL COUNCIL CHAMBERS – 270 MONTGOMERY STREET

1. CALL TO ORDER AND FLAG SALUTE
2. ROLL CALL
3. ANNOUNCEMENTS AND APPOINTMENTS

Announcements:

- A. Music in the Park presents The Ty Curtis Band on July 24 and Roundhouse Bluegrass on July 31. Both performances begin at 7:00 p.m.
- B. The 24th Annual National Night Out is August 7 from 6:00 to 10:00 p.m. To register call the Woodburn Police Department at 982-2345.
- C. Walt's Run will be held on Saturday, August 11, starting at 8:00 a.m., at Centennial Park. Registration forms can be obtained at the Aquatic Center.

Appointments:

None.

4. PROCLAMATIONS/PRESENTATIONS

Proclamations:

- A. Henan International Friendship Day

1

Presentations:

None.

5. COMMITTEE REPORTS

- A. Chamber of Commerce

“Habrá intérpretes disponibles para aquellas personas que no hablan Inglés, previo acuerdo. Comuníquese al (503) 980-2485.”

6. COMMUNICATIONS

None.

7. BUSINESS FROM THE PUBLIC – *This allows the public to introduce items for Council consideration not already scheduled on the agenda.*

8. CONSENT AGENDA – *Items listed on the consent agenda are considered routine and may be enacted by one motion. Any item may be removed for discussion at the request of a Council member.*

- | | |
|--|-----------|
| A. Woodburn City Council minutes of July 9, 2007 | 2 |
| <u>Recommended Action:</u> Approve the minutes. | |
| B. Woodburn Recreation and Parks Board draft minutes of July 10, 2007 | 6 |
| <u>Recommended Action:</u> Accept the draft minutes. | |
| C. Woodburn Public Library Board draft minutes of July 11, 2007 | 9 |
| <u>Recommended Action:</u> Accept the draft minutes. | |
| D. Claims for June 2007 | 14 |
| <u>Recommended Action:</u> Receive the report. | |
| E. Police Department Statistics June 2007 | 18 |
| <u>Recommended Action:</u> Receive the report. | |

9. TABLED BUSINESS

None.

10. PUBLIC HEARINGS

None.

11. GENERAL BUSINESS – *Members of the public wishing to comment on items of general business must complete and submit a speaker's card to the City Recorder prior to commencing this portion of the Council's agenda. Comment time may be limited by Mayoral prerogative.*

- | | |
|---|-----------|
| A. Council Bill 2676 – Resolution entering into a Special Transportation Agreement with Salem Area Mass Transit District and authorizing the City Administrator to sign such agreement | 25 |
| <u>Recommended Action:</u> Adopt the resolution. | |

B.	Council Bill 2677 – Resolution establishing employee compensation including salary and benefits	29
	<u>Recommended Action:</u> Adopt the resolution.	
C.	Liquor License Change of Ownership – Full On-Premises Sales	37
	<u>Recommended Action:</u> Recommend that the OLCC approve a Change of Ownership application for The Happy Garden Buffet Inc., formerly known as The Bunker.	
D.	Liquor License Additional Privilege – Off-Premise Sales	40
	<u>Recommended Action:</u> Recommend that the OLCC approve an Additional Privilege application for The Raven Inn Inc.	
E.	Contract Award, West Lincoln Storm Sewer Extension	43
	<u>Recommended Action:</u> Award the construction contract to the lowest responsible bidder, North Santiam Paving for the West Lincoln Storm Sewer Extension in the amount of \$196,521.00.	
F.	Contract Award, Pedestrian Warning Device	46
	<u>Recommended Action:</u> Award the construction contract to the lowest responsible bidder, Signal Construction Group LLC for the Flashing Beacon Installation at Hardcastle/Park Avenue and Bones Ferry Road/Henry's Blvd. intersection in the amount of \$54,077.00.	
12.	NEW BUSINESS	
13.	PLANNING COMMISSION OR ADMINISTRATIVE LAND USE ACTIONS – <i>These are Planning Commission or Administrative Land Use actions that may be called up by the City Council.</i>	
	None.	
14.	CITY ADMINISTRATOR'S REPORT	
15.	MAYOR AND COUNCIL REPORTS	

16. EXECUTIVE SESSION

- A. To consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed pursuant to ORS 192.660 (2)(h).
- B. To consider records that are exempt by law from public inspection pursuant to ORS 192.660 (2)(f).
- C. To conduct deliberations with persons designated by the governing body to negotiate real property transactions pursuant to ORS 192.660(2)(e).

17. ADJOURNMENT

PROCLAMATION

HENAN INTERNATIONAL FRIENDSHIP DAY

Whereas, China is currently the United States' largest trading partner; and

Whereas, according to the Oregonian, exports from Oregon to China grew in 2006 to nearly \$1.4 billion annually, making China Oregon's second largest export market behind Canada; and

Whereas, in recognition of the increasing importance of China to Oregon's economy and the economy of the United States it is desirable to build a relationship based upon mutual understanding and friendship between our citizens; and

Whereas, knowledge of foreign cultures is invaluable in building relationships; and

Whereas, the China-Henan Performing Arts Tour provides an unparalleled opportunity for local residents to gain a greater appreciation of traditional Chinese music, dance, and martial arts; and

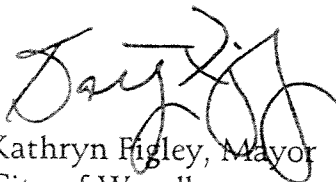
Whereas the group from Henan province will conduct one of six Oregon performances in the Woodburn High School lecture hall on July 24, 2007 at 7pm.

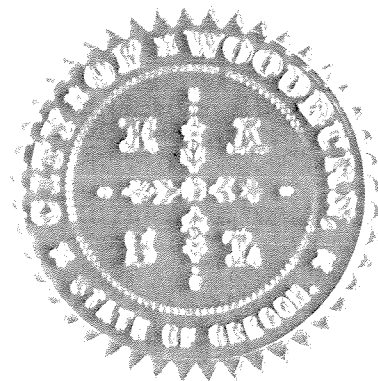
Now, therefore, I, Kathryn Figley, Mayor of the City of Woodburn proclaim July 24, 2007 to be

Henan International Friendship Day

in Woodburn and encourage all Woodburn residents and businesses to join in this observance by attending the China-Henan Performing Arts Tour performance.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the City of Woodburn to be affixed this 23rd day of July 2007.


Kathryn Figley, Mayor
City of Woodburn



**COUNCIL MEETING MINUTES
JULY 9, 2007**

**TAPE
READING**

**0001 DATE. COUNCIL CHAMBERS, CITY HALL, CITY OF WOODBURN,
COUNTY OF MARION, STATE OF OREGON, JULY 9, 2007.**

CONVENED. The meeting convened at 7:00 p.m. with Mayor Figley presiding.

0010 ROLL CALL.

Mayor	Figley	Present
Councilor	Bjelland	Present
Councilor	Cox	Present (7:02 pm)
Councilor	Loneragan	Present
Councilor	McCallum	Present
Councilor	Nichols	Present
Councilor	Sifuentez	Present

Staff Present: City Administrator Brown, City Attorney Shields, Public Works Manager Rohman, Community Development Director Allen, Police Chief Russell, City Recorder Tennant

0021 ANNOUNCEMENTS.

A) Music in the Park: The Fabulous Essentials will be performing on July 10, 2007 and The Second Wind Jazz Ensemble will perform on July 17, 2007 in Library Park with performances beginning at 7:00 p.m..

B) Basset Hound Games will be held on July 15, 2007 at Legion Park. Registration begins at 8:30 a.m. with the games beginning at 10:30 a.m. There is no admission fee for this event, however, there is a \$10 fee to those who wish to register their basset hound for the games.

C) 24th Annual National Night Out: This annual event is scheduled for Tuesday, August 7, 2007, from 6:00 pm until 10:00 pm. Neighborhood groups wishing to participate can register with the Police Department.

0054 PROCLAMATION: NATIONAL NIGHT OUT 2007.

Mayor Figley proclaimed August 7, 2007 as National Night Out within the City of Woodburn and encouraged all members of our community to participate in this annual event which promotes police-community crime, drug, and violence prevention programs.

115 Peter Leung, 1178 Hermanson, stated that he is the Coordinator for the Oregon Henan Cultural Exchange and, on July 24, 2007, a Chinese Performance Arts Ensemble will be touring Woodburn Company Stores, attending a community reception at the Happy Garden International Buffet and Bar from 5:00-6:00 p.m, followed by a 7:00 p.m. performance at the Woodburn High School Lectorium which will include performances from our local ethnic community and Senior Estates. He issued an invitation to the

COUNCIL MEETING MINUTES JULY 9, 2007

TAPE READING

Mayor, Council, and general public to attend this cultural exchange performance. Mayor Figley stated that she had spoken briefly with Mr. Leung regarding his work with cultural exchanges from China and she also encouraged the public to attend the July 24th performance at the high school.

0155 PRESENTATION: CHEMEKETA AREA REGIONAL TRANSPORTATION SYSTEM (CARTS).

Mona West, representing Salem-Keizer Transit, stated that CARTS is the public transit system for rural Marion and Polk Counties connecting 19 cities with each other and with Salem. A map of the area served by CARTS was displayed with Salem being the hub of this system so that ridership connections to the Salem Cherriot system or to another CARTS bus can be made. There are three sub-regional committees within CARTS to provide input on the needs of the residents within these two counties. She reviewed the new CARTS transit route between Woodburn and Salem and on a flex route traveling between Silverton, Mt. Angel, and Woodburn which began on July 2, 2007. The service previously provided to Woodburn was a loop system that went through Woodburn, Silverton, and other North Marion communities then onto Salem. This service was discontinued in order to provide riders with a more streamline transit service to Salem and allow for improved transfer connections with other CARTS routes and Salem Cherriots. The bus travels from Woodburn to Salem four times each day beginning at 6:30 a.m. and ending at approximately 6:30 p.m. with bus stops in Woodburn at North Park Plaza and at the Transit office (First and Garfield Street). She also reported that total ridership for North Marion County in 2006-07 was 17,620. CARTS is operated by Oregon Housing and Associated Services (OHAS) under contract with funding sources from the Oregon Department of Transportation, Federal Department of Transportation, Cigarette taxes, Lawnmower gas taxes, grants, donations, and ridership fares. CARTS has completed their 5-year plan for determining rural transit needs and this current route change is listed as a recommendation within the 5-year plan. An ODOT grant has been awarded to CARTS that will provide for the installation of 70 bus stop signs and 20 bus shelter sites along the CARTS routes.

Also in attendance was Melissa Justice from Salem-Keizer Transit and Mary Reineke from OHAS.

0468 CONSENT AGENDA.

- A) approve the regular and executive session Council minutes of June 25, 2007;
 - B) accept the draft Planning Commission minutes of June 28, 2007;
 - C) receive the Police Department Statistics report for May 2007;
 - D) receive the Planning Project Tracking Sheet dated July 5, 2007; and
 - E) receive the Building Activity report for June 2007.
- COX/MCCALLUM...** adopt the consent agenda as presented. The motion passed unanimously.

COUNCIL MEETING MINUTES
JULY 9, 2007

TAPE
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0489 COUNCIL BILL NO. 2674 - RESOLUTION ENTERING INTO A CLEAN WATER STATE REVOLVING FUND LOAN AGREEMENT NO. R98414 WITH THE STATE OF OREGON.

Councilor Sifuentez introduced Council Bill No. 2674. The bill was read by title only since there were no objections from the Council. On roll call vote for final passage, the bill passed unanimously. Mayor Figley declared Council Bill No. 2674 duly passed.

0522 COUNCIL BILL NO. 2675 - RESOLUTION ENTERING INTO A CLEAN WATER STATE REVOLVING FUND LOAN AGREEMENT NO. R98413 WITH THE STATE OF OREGON.

Councilor Sifuentez introduced Council Bill No. 2675. Recorder Tennant read the bill by title only since there were no objections from the Council. On roll call vote for final passage, the bill passed unanimously. Mayor Figley declared Council Bill No. 2675 duly passed.

0548 APPOINTMENT OF ELECTED REPRESENTATIVE TO THE NORCOM USER BOARD.

NICHOLS/LONERGAN... confirm Councilor McCallum's designation as the City of Woodburn's elected representative, and confirm Police Chief Russell as the City's administrative, and designated voting, representative to the NORCOM User Board. The motion passed unanimously.

0573 PLANNING COMMISSION OR ADMINISTRATIVE LAND USE ACTION.

A) Planning Commission's Approval of Exception 2007-05 located at 1060 Mt. Hood Avenue and along Park Avenue: Allows for a secondary access to Park Avenue for the Woodburn Police Department facility located at 1060 Mt. Hood Avenue. No action was taken by the Council to bring this land use action up for review.

0580 CITY ADMINISTRATOR'S REPORT.

Administrator Brown stated that he did not have any additional information to report to the Council.

0588 MAYOR AND COUNCIL REPORTS.

No comments or reports were made by the Mayor or Councilors.

COUNCIL MEETING MINUTES
JULY 9, 2007

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0600 **ADJOURNMENT.**

NICHOLS/MCCALLUM... meeting be adjourned. The motion passed unanimously.
The meeting adjourned at 7:22 p.m..

APPROVED _____
KATHRYN FIGLEY, MAYOR

ATTEST _____
Mary Tennant, Recorder
City of Woodburn, Oregon

1. **Call to Order**

The meeting and was called to order at 7:00 pm.

2. **Roll Call**

Board Chair	Bruce Thomas	Present
Board Secretary	Rosetta Wangerin	Absent
Member	Vacant	Vacant
Member	Joseph Nicoletti	Present
Member	Judy Wesemann	Present
Member	Eric Yaillen	Present
Member	Vacant	Vacant

Staff present: Jim Row, Community Services Director; Steve Patterson, Recreation Services Manager; Debbie Wadleigh, Aquatic Manager; Paulette Zastoupil, A.A.

3. **Approval of Minutes from June 12, 2007.**

Joseph Nicoletti/Judy Wesemann Motion to accept the minutes from June 12, 2007 as written. The motion passed unanimously.

4. **Business from the Audience**

Kevin Munro, 125 S Second St. Woodburn, of Woodburn Dog Club presented the idea of having a dog park at Centennial Park. He showed a map of property bordering Centennial Park which is currently owned by the City's Water Division. He stated this property perimeter is already fenced, and would only need the ground leveled, gates installed, garbage cans and water added. Kevin said that the existing barn on the property could be used for shelter for owners while their dogs were socializing. He also envisioned a separate section fenced for small dogs that could also be used for classes and training opportunities.

5. **Dog Park**

The Board discussed Dog Park possibilities' in general, which included; land use and ownership, maintenance, irrigation, monitoring, and development. Jim stated, the consultant hired to update the Comprehensive Park Master Plan, would be expected to complete a community survey which would include a needs assessment and asset inventory. This should show if the community as a whole would support a dog park. He also indicated that the subject property was purchased with water system funds, which would need to be paid back. He estimated that the area proposed for a dog park is about 3 acres in size. The entire 5 acre site was purchased for approximately \$400,000 a number of years ago. The proportional share; roughly \$240,000, would need to be paid back to the water system funds. Bruce and Eric discussed the concept of allowing the property to remain in the hands of the Water Division, while still allowing use as a dog park. The caveat would be that if the Water Division developed a need to expand the water facility in the future, the dog park would have to be removed.

6. **July Parks and Recreation Month Proclamation**

The Board was given a copy of the National Recreation and Parks Month proclamation Mayor Figley presented at the June 25th City Council meeting. Eric Yaillen stated that Mayor Figley was over stepping her bounds proclaiming it National Recreation and Parks Month. He commented that she should make her proclamations with only a local designation. Jim clarified that July is traditionally proclaimed as Parks and Recreation Month across the country.

7. **Business from the Department
Recreation – Steve Patterson**

Steve reported that summer programs are very busy. Adult soccer, various summer camps, softball, flag football and active adult trips are all up and running. He invited all interested members of the public to help with the North Front Street Playground project. A planning meeting is scheduled for July 12th to plan logistics, food and music. Steve reported that Chief Russell and he were working to make post submittal modifications the Weed and Seed Grant proposal based on feedback from the US Justice Department. Steve has recently submitted the National Football League Grant, and is waiting for RFP from the National PAL Youth Enrichment Program, which is a funding source for teen activities. Steve reported that Walt's Run will take place on Saturday, August 11th at Centennial Park. Registrations are currently being accepted at the Aquatic Center.

Aquatics – Debbie Wadleigh

Debbie invited the public to participate in Open Swim at the Aquatic Center from 1:00 – 3:30 p.m. Monday – Friday and 7:00 – 9:00 p.m. Monday – Friday and also 1:00 – 5:00 on the weekends. She shared that with all the hot weather, the Aquatic Center had the best opportunity to swim with your family and cool off. The swimming lesson enrollment has increased and continues to grow, with many new sessions of adult lessons being offered. Debbie also shared that the National Aquatic Month's activities in May; Check Your Level and Safety Saturday were a success and staff looked forward to continue them next year. Debbie reported that fall programs were being planned and they would be advertised in the Fall Community Guide coming out in August.

Parks and Facilities – Jim Row

Jim reported on community summer events;

The Fourth of July at Centennial Park with Dance, Dance, Dance and Bill Coleman's Americana Band had a good turn out. The cooler evening weather brought more people out to enjoy the evening fireworks. Jim thanked the many volunteers and city staff who helped.

Music in the Park located in the Library Park on Tuesday evenings through August. Mexican Fiesta at Legion Park on Friday, August 3 – Sunday, August 5th.

Basset Hound Games at Legion Park on Sunday, July 15th.

Jim reported that the preliminary funding results for the State Grant applications for Burlingham Park and Mill Creek Greenway have not yet been announced. Jim shared that he has so far heard from approximately six consultants who are interested in submitting a proposal to update the Park and Recreation Comprehensive Master Plan.

The consultants have until August 13th to submit their proposals. Jim asked the Board if any of the members would be interested participating on the selection committee to review proposals, possibly interview consultants and make a recommendation regarding consultant selection. Jim explained the process from start to finish usually takes 9 – 12 months. Jim gave the Board an update on the Community Cultural Center and Aquatic Expansion pre-design process. The consultants were in the process of collecting data on possible programming schedules, operating costs, revenue generating potential on both projects. When complete, the data will be presented for further direction. The City-wide master fee schedule, last updated in 2004-05, is in the process of being updated.

8. **Future Board Business**

Bruce would like to see the dog park issue back on the agenda at the next meeting. The Board discussed whether to postpone the August Board meeting. The consensus of the Board was to proceed with the regularly scheduled meeting on August 14.

9. **Board Comments**

Eric Yaillen – Announced that Friday, July 13 there will be a fundraiser scramble tournament for WAYGA at Senior Estates Golf Course. They are taking registrations for teams or individuals and if you are a member of Senior Estates the cost is \$55 and a non-member is \$75.00. If anyone is interested they should contact Russ Baglien at 503-981-4000. He then gave public recognition to Arthur Kim, who shot a qualifier for US Amateur Public Links Championship. He reported that he played poorly and missed the cup, but was one of the 156 people nationally who qualified for this Championship and he did it by setting a new course record at Heron Lakes Golf Course, with a score of 62 for 18 holes, beating a course record established 1963 by Johnny Miller. Also, Eric announced that the OGA, headquartered here in Woodburn, will be losing their Executive Director. Jim Gibbons announced his retirement, and they are now seeking a new CEO to take over the operation of the Oregon Golf Association and the OGA Golf Course. If anyone is interested in applying for the position, there is a link on the OGA web-site at www.oga.org and they can submit applications. The job will be open for the next couple of weeks.

Bruce Thomas – Commented on the success of the Fourth of July which included the Chuck Wagon Breakfast and Centennial Park activities.

10. **Adjournment**

8:05 p.m.

Rosetta Wangerin, Board Secretary

Date _____

Paulette Zastoupil, Recording Secretary

Date _____

DRAFT

**MINUTES
MONTHLY MEETING OF WOODBURN PUBLIC LIBRARY BOARD**

DATE July 11, 2007

ROLL CALL: Mary Chadwick – Present Willis Grafe - Present
Neal Hawes – Present Nancy Kirksey - Present
Phyllis McKean - Present

STAFF PRESENT: Jim Row, Community Services Director
Anna Stavinoha, Library Manager
Vicki Musser, Recording Secretary

GUESTS: None.

CALL TO ORDER: President Nancy Kirksey called the meeting to order at 7:00 pm.

SECRETARY'S REPORT: The minutes of April 11, 2007 were read aloud and approved.

CORRESPONDENCE: None.

PUBLIC COMMENT: None.

DIRECTOR'S REPORT:

Monthly Statistics: Anna noted that June Circulation numbers were up, due in large part of the Summer Reading program, as well as Music in the Park. Board members were encouraged to read the two activity sheets included in their packets of information to find current story times, Summer Reading details, and a list of scheduled Music in the Park concerts.

Staff: The library has hired Michael Holte as a part-time Reference librarian, replacing Alice Pakhtigian, who moved to Pennsylvania.

Collection Reorganization: The library has followed

through on its detailed plans to reorganize library areas. A new Reference desk has been installed, and the Reference librarians are waiting for the computer wiring to be hooked up before they move to the new Reference desk area across from the atrium, on the library park side. So far, feedback on the reorganization has been primarily positive. More patrons are examining the Russian collection, which has been updated with new materials and is prominently displayed across from the Circulation desk.

Friends of the Library: Neal gave the Board an update on Friends activity for the past three months. They made \$570 from the April Book Sale. Audrey Pister and her daughters were tremendous assets, as they helped prepare for the sale. Audrey home schools her children and requires that they do community service, which they fulfill by volunteering at the library's Homebound program, as well as with the Friends' bi-annual Book Sale. The Friends considered raising sale prices at this last sale, but in the end, kept the prices at 25 cents a book and 50 cents for new, unwrapped CDs. The Friends have been diligently weeding old books that haven't sold in the past, and putting them in Grace's Corner where they charge 10 cents a book, or on the Free table in the library. Willis Grafe, Library Board and a Friends member, noted that the two-fold goal of the Friends is to sell books and get people reading. Neal encourages children to buy books at sales by selling them books two-for-one.

Music in the Park: Attendance for the first concert last night reached 300 people, amazing since the temperature yesterday hit a high of 102 degrees. The concert featured *The Fabulous Essentials* and was well received. The sound was good, and people in the front moved back if it seemed too loud. Last year, the sound man winched speakers up 6 feet in the air, which allowed people in the back to hear more easily. That sound man wasn't available this year. Some bands will be setting up their own sound system. Willis Grafe's son is working with Sandy Kinney to provide sound coverage for those bands who request it.

Neal reports that the Friends have received all the money committed for Music in the Park, save one sponsor. Another sponsor accidentally sent double their pledge,

and the extra was returned.

There will be seven more concerts. The next one, *The Second Wind Jazz Ensemble*, specializes in a big band sound. They are new to the Music in the Park lineup, though the other bands have been booked here before. The final concert features *The Dukes of Juke*, a popular 50s and 60's rock and roll band.

Nancy Kirksey, President of the Library Board, commended Neal on his hard work each year in getting sponsors for Music in the Park.

Donation: The Friends received a \$500 donation from Carol Cox, in memory of her husband. Garnering ideas for the memorial have occupied both Carol and Neal for the past 1 ½ months. Neal found a statue, ordered it with her approval, and it now resides in the library atrium. Carol will be contacting Award and Athletics here in Woodburn to design a placard to go with the statue.

Upcoming Book Sale: The next Book Sale will be in the beginning of October, rather than the usual third week. Neal will get together with Vicki to see when the Multi-Purpose and Carnegie Rooms are free and schedule from there.

OLD BUSINESS:

- A. Board Opening Update: There are still 2 positions available on the Library Board. Vicki is getting a press release ready to send out to advertise those positions. At the end of May, Jim met with 15 juniors who will be seniors this fall, to tell them about the vacancy. He also conferred with the School District Administrator, who felt seniors would be most appropriate to fill the student position on the Library Board.
- B. Library Security Project: There were funds left over when the library merged with Community Services in January, which has since been used to replace the former defunct library security gates and also to put in a camera security system. The gates have been put in, and are now being fine-tuned so they'll be sensitive to all library materials entering and leaving the building. The camera system was installed last week. A monitor showing all thirteen camera views is sitting on the Circulation counter, where it can be seen by staff

and patrons alike. Soon those views will be made available to library staff at their desks, as well as appropriate off-site personnel. The cameras record approximately a week's worth of footage at a time, and then begin again, recording over the previous week's film. Neal Hawes raised the question as to whether this was enough footage, and wondered if 4 DVRs would be better. Jim noted that the system is expandable. The IT department is currently bringing it up to useful standards, and then further decisions can be made. Signage will soon be posted, stating "Security cameras on premises". Patrons can see the monitor for themselves as they approach Circulation. It shows all 13 difficult-to-see areas that the security cameras highlight. Nancy Kirksey applauded the camera system and called the upcoming signs a good deterrent.

NEW BUSINESS:

- A. Estacada Library Trip: Nancy Kirksey, Anna Stavinocha, Jim Row and Willis Grafe took a trip to the recently remodeled Estacada Public Library. Nancy took pictures of the inside, which she passed around to the Board. She encourages everyone interested in Woodburn's eventual library remodel to stop by Estacada Library to get ideas. Our remodel, as presently proposed, won't gain the library that much space and it's helpful to get ideas from other buildings. Eventually, the Library Board will discuss fund-raising ideas.
- B. Library Survey: A survey of questions about the library was compiled and sent out with the last four weeks of utility bills, as well as at the library and Music in the Park. The survey has been color coded, so that we can tell what site or billing each survey came from.

BUSINESS TO/FROM THE None.
CITY COUNCIL AND/OR
MAYOR:

ADJOURNMENT: The meeting was adjourned at 7:34 pm.

Respectfully submitted,

Vicki Musser

CHECK REGISTER

CHECK #	CHECK DATE	PAYEE NAME	STATUS	STATUS DATE	UPDATED	CHECK AMOUNT	RECONCILED AMT	DIFFERENCE
BANK ACCOUNT: AP A/P Accounts Payable								
88990	6/29/2007	EBB	RECONCILED	7/12/2007	YES	323.07	323.07	.00
88991	6/29/2007	GRAVES CONTRACTING INC	RECONCILED	7/12/2007	YES	11,795.00	11,795.00	.00
88992	6/29/2007	JEFFERSON PILOT FINANCIAL	RECONCILED	7/12/2007	YES	5.84	5.84	.00
88994	6/07/2007	ALLIED WASTE SERVICES	RECONCILED	7/12/2007	YES	1,173.00	1,173.00	.00
88995	6/07/2007	AMER PUBLIC WORKS ASSN	RECONCILED	7/12/2007	YES	535.00	535.00	.00
88996	6/07/2007	ANNE ROSALES	RECONCILED	7/12/2007	YES	130.00	130.00	.00
88997	6/07/2007	ARAMARK UNIFORM SERVICE I	RECONCILED	7/12/2007	YES	69.55	69.55	.00
88998	6/07/2007	AT & T	RECONCILED	7/12/2007	YES	24.38	24.38	.00
88999	6/07/2007	AWARDS AND ATHLETICS	RECONCILED	7/12/2007	YES	202.74	202.74	.00
89000	6/07/2007	BANK OF AMERICA	RECONCILED	7/12/2007	YES	56,933.07	56,933.07	.00
89001	6/07/2007	BEULAH JORDAN	RECONCILED	7/12/2007	YES	35.00	35.00	.00
89002	6/07/2007	BLUMENTHAL UNIFORM & EQUI	RECONCILED	7/12/2007	YES	155.74	155.74	.00
89003	6/07/2007	BOONES FERRY ELECTRIC INC	RECONCILED	7/12/2007	YES	1,562.27	1,562.27	.00
89004	6/07/2007	BORG CONSTRUCTION	RECONCILED	7/12/2007	YES	3,255.00	3,255.00	.00
89005	6/07/2007	CANBY TELECOM	RECONCILED	7/12/2007	YES	19.95	19.95	.00
89006	6/07/2007	CHARLES JOHNSON	RECONCILED	7/12/2007	YES	5.00	5.00	.00
89007	6/07/2007	DATAVISION COMMUNICATIONS	RECONCILED	7/12/2007	YES	149.44	149.44	.00
89008	6/07/2007	DAVID M COREY PHD PC	RECONCILED	7/12/2007	YES	95.00	95.00	.00
89009	6/07/2007	DAVISON AUTO PARTS	RECONCILED	7/12/2007	YES	63.60	63.60	.00
89010	6/07/2007	DIRECT LABOR	RECONCILED	7/12/2007	YES	913.50	913.50	.00
89011	6/07/2007	DON SCHUETZ	RECONCILED	7/12/2007	YES	20.00	20.00	.00
89012	6/07/2007	EASYSTREET ONLINE SERVICE	RECONCILED	7/12/2007	YES	168.00	168.00	.00
89015	6/07/2007	FEDERAL EXPRESS CORP	RECONCILED	7/12/2007	YES	39.02	39.02	.00
89016	6/07/2007	FERGUSON ENTERPRISES INC	RECONCILED	7/12/2007	YES	301.50	301.50	.00
89017	6/07/2007	FRANCIS CHITWOOD	RECONCILED	7/12/2007	YES	8.00	8.00	.00
89018	6/07/2007	GALARDI CONSULTING LLC	RECONCILED	7/12/2007	YES	6,441.20	6,441.20	.00
89019	6/07/2007	GALL'S INC	RECONCILED	7/12/2007	YES	1,744.55	1,744.55	.00
89020	6/07/2007	GOVERNMENT LEASING CO COR	RECONCILED	7/12/2007	YES	4,546.02	4,546.02	.00
89021	6/07/2007	GRAINGER INC	RECONCILED	7/12/2007	YES	1,095.87	1,095.87	.00
89022	6/07/2007	HD SUPPLY WATERWORKS LTD	RECONCILED	7/12/2007	YES	141.65	141.65	.00
89023	6/07/2007	INGRAM DIST GROUP	RECONCILED	7/12/2007	YES	11.10	11.10	.00
89024	6/07/2007	INTERSTATE AUTO PARTS WHS	RECONCILED	7/12/2007	YES	23.03	23.03	.00
89025	6/07/2007	ISOLUTIONS CONSULTING INC	RECONCILED	7/12/2007	YES	312.50	312.50	.00
89026	6/07/2007	JACKSON HIRSH INC	RECONCILED	7/12/2007	YES	189.56	189.56	.00
89027	6/07/2007	JERRY JANSZEN	RECONCILED	7/12/2007	YES	11.00	11.00	.00
89028	6/07/2007	JET HEATING INC	RECONCILED	7/12/2007	YES	782.00	782.00	.00
89029	6/07/2007	KEY EQUIPMENT FINANCE	RECONCILED	7/12/2007	YES	163.00	163.00	.00
89030	6/07/2007	KRP DATA SYSTEMS	RECONCILED	7/12/2007	YES	2,392.00	2,392.00	.00
89031	6/07/2007	KWDS LLC	RECONCILED	7/12/2007	YES	267.58	267.58	.00
89032	6/07/2007	LAB SAFETY SUPPLY	RECONCILED	7/12/2007	YES	213.30	213.30	.00
89033	6/07/2007	LEISINGER DESIGNS	RECONCILED	7/12/2007	YES	500.00	500.00	.00
89035	6/07/2007	M & M AUTO WRECKING INC	RECONCILED	7/12/2007	YES	50.00	50.00	.00
89036	6/07/2007	MARION COUNTY TREASURY DE	RECONCILED	7/12/2007	YES	492.74	492.74	.00
89037	6/07/2007	MELBA HENDERSON	RECONCILED	7/12/2007	YES	16.00	16.00	.00
89038	6/07/2007	MONIQUE HULLING-ADAMS	RECONCILED	7/12/2007	YES	20.00	20.00	.00
89039	6/07/2007	MEULSE	RECONCILED	7/12/2007	YES	1,000.00	1,000.00	.00
89040	6/07/2007	NATIONAL REC & PARK ASSO	RECONCILED	7/12/2007	YES	79.00	79.00	.00
89041	6/07/2007	NET ASSETS CORPORATION	RECONCILED	7/12/2007	YES	855.00	855.00	.00
89042	6/07/2007	NEXTEL COMMUNICATIONS	RECONCILED	7/12/2007	YES	381.13	381.13	.00
89043	6/07/2007	NORLIFT OF OREGON INC	RECONCILED	7/12/2007	YES	178.14	178.14	.00
89044	6/07/2007	NORTHWEST NATURAL GAS	RECONCILED	7/12/2007	YES	5,508.54	5,508.54	.00
89045	6/07/2007	NWREL FINANCE OFFICE	RECONCILED	7/12/2007	YES	190.00	190.00	.00

WOODBURN LIVE
DATE 7/12/07
TIME 10:12:02

CITY OF WOODBURN

PAGE 2
AP0460
VEEOT

CHECK REGISTER

CHECK #	CHECK DATE	PAYEE NAME	STATUS	STATUS DATE	UPDATED	CHECK AMOUNT	RECONCILED AMT	DIFFERENCE
89046	6/07/2007	OR DEPT OF AGRICULTURE	RECONCILED	7/12/2007	YES	60.00	60.00	.00
89047	6/07/2007	OR DEPT OF TRANSPORTATION	RECONCILED	7/12/2007	YES	1,580.50	1,580.50	.00
89048	6/07/2007	OR RECREATION & PARKS ASS	RECONCILED	7/12/2007	YES	60.00	60.00	.00
89049	6/07/2007	OR STATE POLICE ID SERVIC	RECONCILED	7/12/2007	YES	36.00	36.00	.00
89050	6/07/2007	OREGONIAN PUBLISHING CO	RECONCILED	7/12/2007	YES	2,821.57	2,821.57	.00
89051	6/07/2007	OTS WIRE & INSULATION INC	RECONCILED	7/12/2007	YES	169.20	169.20	.00
89052	6/07/2007	PACIFIC OFFICE AUTOMATION	RECONCILED	7/12/2007	YES	46.93	46.93	.00
89053	6/07/2007	PETROCARD	RECONCILED	7/12/2007	YES	4,919.03	4,919.03	.00
89054	6/07/2007	PIZZA HUT	RECONCILED	7/12/2007	YES	75.48	75.48	.00
89055	6/07/2007	PORTLAND GENERAL ELECTRIC	RECONCILED	7/12/2007	YES	49,050.92	49,050.92	.00
89056	6/07/2007	QWEST	RECONCILED	7/12/2007	YES	593.01	593.01	.00
89057	6/07/2007	RADIX CORPORATION	RECONCILED	7/12/2007	YES	204.00	204.00	.00
89058	6/07/2007	S.O.S. LOCK SERVICE	RECONCILED	7/12/2007	YES	92.00	92.00	.00
89059	6/07/2007	SIERRA SPRINGS	RECONCILED	7/12/2007	YES	111.64	111.64	.00
89060	6/07/2007	SPRINT	RECONCILED	7/12/2007	YES	115.91	115.91	.00
89061	6/07/2007	TECHNICAL IMAGING SYSTEMS	RECONCILED	7/12/2007	YES	175.52	175.52	.00
89062	6/07/2007	TECHNOCOM INC	RECONCILED	7/12/2007	YES	3,175.00	3,175.00	.00
89063	6/07/2007	UNIVAR USA INC	RECONCILED	7/12/2007	YES	510.00	510.00	.00
89064	6/07/2007	WILLIS OF OREGON INC	RECONCILED	7/12/2007	YES	2,172.97	2,172.97	.00
89065	6/07/2007	WOODBURN INDEPENDENT	RECONCILED	7/12/2007	YES	283.16	283.16	.00
89066	6/07/2007	XEROX CORPORATION	RECONCILED	7/12/2007	YES	407.86	407.86	.00
89067	6/07/2007	3M WAR6844	RECONCILED	7/12/2007	YES	17,006.60	17,006.60	.00
89068	6/29/2007	MILES CHEVROLET	RECONCILED	7/12/2007	YES	7,954.00	7,954.00	.00
89069	6/29/2007	VALLEY MAILING SERVICE IN	RECONCILED	7/12/2007	YES	1,652.85	1,652.85	.00
89070	6/29/2007	MATTHEW D HARRIS	RECONCILED	7/12/2007	YES	905.00	905.00	.00
89071	6/15/2007	ALLIED WASTE SERVICES	RECONCILED	7/12/2007	YES	778.05	778.05	.00
89072	6/15/2007	ARAMARK UNIFORM SERVICE I	RECONCILED	7/12/2007	YES	61.20	61.20	.00
89073	6/15/2007	ARCH WIRELESS	RECONCILED	7/12/2007	YES	113.99	113.99	.00
89074	6/15/2007	BEERY, ELSNER & HAMMOND LL	RECONCILED	7/12/2007	YES	172.50	172.50	.00
89075	6/15/2007	BLACKSTONE AUDIOBOOKS	RECONCILED	7/12/2007	YES	146.07	146.07	.00
89076	6/15/2007	BLUMENTHAL UNIFORM & EQUI	RECONCILED	7/12/2007	YES	239.96	239.96	.00
89077	6/15/2007	BOTACH TACTICAL	RECONCILED	7/12/2007	YES	170.00	170.00	.00
89078	6/15/2007	BRIAN MILES	RECONCILED	7/12/2007	YES	799.98	799.98	.00
89079	6/15/2007	COOKE STATIONERY COMPANY	RECONCILED	7/12/2007	YES	138.40	138.40	.00
89080	6/15/2007	DEBORAH YOUNG	RECONCILED	7/12/2007	YES	306.20	306.20	.00
89081	6/15/2007	DEMCO INC	RECONCILED	7/12/2007	YES	776.51	776.51	.00
89082	6/15/2007	DIJANELOS HOMES	RECONCILED	7/12/2007	YES	4,551.00	4,551.00	.00
89083	6/15/2007	DOLLAR TREE STORE INC	RECONCILED	7/12/2007	YES	150.00	150.00	.00
89084	6/15/2007	FOOD SERVICES OF AMERICA	RECONCILED	7/12/2007	YES	1,290.74	1,290.74	.00
89085	6/15/2007	FRANK M MASON	RECONCILED	7/12/2007	YES	260.00	260.00	.00
89086	6/15/2007	GENERAL ELECTRIC CAPITAL	RECONCILED	7/12/2007	YES	215.89	215.89	.00
89088	6/15/2007	HOFFMAN, HART & WAGNER LL	RECONCILED	7/12/2007	YES	330.40	330.40	.00
89089	6/15/2007	INGRAM DIST GROUP	RECONCILED	7/12/2007	YES	2,950.95	2,950.95	.00
89090	6/15/2007	JEFF VIERS NURSERY SUPPLY	RECONCILED	7/12/2007	YES	330.00	330.00	.00
89091	6/15/2007	LANGUAGE LINE SERVICES	RECONCILED	7/12/2007	YES	223.69	223.69	.00
89092	6/15/2007	M & M AUTO WRECKING INC	RECONCILED	7/12/2007	YES	581.00	581.00	.00
89093	6/15/2007	MARTIN COUNTY BLDG INSPEC	RECONCILED	7/12/2007	YES	1,725.78	1,725.78	.00
89094	6/15/2007	MID VALLEY YOUTH BALL ASS	RECONCILED	7/12/2007	YES	200.00	200.00	.00
89095	6/15/2007	MISSOURI TURF PAINT	RECONCILED	7/12/2007	YES	1,328.60	1,328.60	.00
89096	6/15/2007	MONTE MILLER	RECONCILED	7/12/2007	YES	306.94	306.94	.00
89097	6/15/2007	MOVIE LICENSING USA	RECONCILED	7/12/2007	YES	290.00	290.00	.00
89098	6/15/2007	NEXUS IS INC	RECONCILED	7/12/2007	YES	65.00	65.00	.00
89099	6/15/2007	NORCOM	RECONCILED	7/12/2007	YES	25,074.67	25,074.67	.00

WOODBURN LIVE
DATE 7/12/07
TIME 10:12:02

CITY OF WOODBURN

CHECK REGISTER

PAGE 3
AP0460
VEEOT

CHECK #	CHECK DATE	PAYEE NAME	STATUS	STATUS DATE	UPDATED	CHECK AMOUNT	RECONCILED AMT	DIFFERENCE
89100	6/15/2007	OFFICE DEPOT	RECONCILED	7/12/2007	YES	177.48	177.48	.00
89101	6/15/2007	OR DEPT OF ADMINISTRATIVE	RECONCILED	7/12/2007	YES	2,332.39	2,332.39	.00
89102	6/15/2007	OR DEPT OF MOTOR VEHICLE	RECONCILED	7/12/2007	YES	23.00	23.00	.00
89103	6/15/2007	OR DISTRICT ATTORNEYS ASS	RECONCILED	7/12/2007	YES	440.00	440.00	.00
89104	6/15/2007	OREGON CITY TRAVEL	RECONCILED	7/12/2007	YES	386.80	386.80	.00
89105	6/15/2007	PACIFIC OFFICE FURNISHING	RECONCILED	7/12/2007	YES	7,861.68	7,861.68	.00
89106	6/15/2007	PORTLAND GENERAL ELECTRIC	RECONCILED	7/12/2007	YES	19,384.65	19,384.65	.00
89107	6/15/2007	PUBLIC WORKS SUPPLY INC	RECONCILED	7/12/2007	YES	337.75	337.75	.00
89108	6/15/2007	QWEST	RECONCILED	7/12/2007	YES	1,371.10	1,371.10	.00
89109	6/15/2007	S.O.S. LOCK SERVICE	RECONCILED	7/12/2007	YES	422.90	422.90	.00
89110	6/15/2007	SETCOM	RECONCILED	7/12/2007	YES	464.64	464.64	.00
89111	6/15/2007	SHOWCASES	RECONCILED	7/12/2007	YES	399.60	399.60	.00
89112	6/15/2007	SIERRA SPRINGS	RECONCILED	7/12/2007	YES	31.84	31.84	.00
89113	6/15/2007	SILVERTON HOSPITAL	RECONCILED	7/12/2007	YES	147.20	147.20	.00
89114	6/15/2007	SOUTHWEST OFFICE SUPPLY	RECONCILED	7/12/2007	YES	5,284.00	5,284.00	.00
89116	6/15/2007	T-MOBILE	RECONCILED	7/12/2007	YES	249.95	249.95	.00
89117	6/15/2007	TEK SYSTEMS INC	RECONCILED	7/12/2007	YES	1,104.00	1,104.00	.00
89118	6/15/2007	THOMASON GROUP	RECONCILED	7/12/2007	YES	26.18	26.18	.00
89119	6/15/2007	WEST GROUP PAYMENT CTR	RECONCILED	7/12/2007	YES	149.00	149.00	.00
89120	6/15/2007	WOODBURN FERTILIZER	RECONCILED	7/12/2007	YES	112.90	112.90	.00
89121	6/15/2007	WOODBURN INDEPENDENT	RECONCILED	7/12/2007	YES	1,952.77	1,952.77	.00
89122	6/15/2007	WOODBURN SCHOOL DIST 103C	RECONCILED	7/12/2007	YES	9,000.00	9,000.00	.00
89123	6/15/2007	YES GRAPHICS	RECONCILED	7/12/2007	YES	460.88	460.88	.00
89124	6/15/2007	YES GRAPHICS	RECONCILED	7/12/2007	YES	10.90	10.90	.00
89126	6/29/2007	GENE HAGEN	RECONCILED	7/12/2007	YES	300.00	300.00	.00
89128	6/21/2007	ARAWARK UNIFORM SERVICE I	RECONCILED	7/12/2007	YES	173.23	173.23	.00
89130	6/21/2007	BLUMENTHAL UNIFORM & EQUI	RECONCILED	7/12/2007	YES	1,570.48	1,570.48	.00
89132	6/21/2007	BRINKS HOME SECURITY	RECONCILED	7/12/2007	YES	31.99	31.99	.00
89134	6/21/2007	CARUS CORPORATION	RECONCILED	7/12/2007	YES	931.16	931.16	.00
89135	6/21/2007	CDW GOVERNMENT INC	RECONCILED	7/12/2007	YES	1,509.11	1,509.11	.00
89136	6/21/2007	COOKE STATIONERY COMPANY	RECONCILED	7/12/2007	YES	152.71	152.71	.00
89137	6/21/2007	DANIA FURNITURE	RECONCILED	7/12/2007	YES	725.00	725.00	.00
89138	6/21/2007	DELL MARKETING LP	RECONCILED	7/12/2007	YES	1,171.16	1,171.16	.00
89139	6/21/2007	FIRSTIN COMMUNICATIONS LL	RECONCILED	7/12/2007	YES	624.16	624.16	.00
89140	6/21/2007	FISHER'S SUPPLY INC	RECONCILED	7/12/2007	YES	20.25	20.25	.00
89141	6/21/2007	GENERAL BINDING CORP	RECONCILED	7/12/2007	YES	370.00	370.00	.00
89142	6/21/2007	HARRINGTON INDUSTRIAL PLA	RECONCILED	7/12/2007	YES	300.57	300.57	.00
89143	6/21/2007	INDUSTRIAL SUPPLY CO	RECONCILED	7/12/2007	YES	857.98	857.98	.00
89144	6/21/2007	J. THAYER COMPANY	RECONCILED	7/12/2007	YES	2,150.52	2,150.52	.00
89145	6/21/2007	JET HEATING INC	RECONCILED	7/12/2007	YES	6,868.79	6,868.79	.00
89146	6/21/2007	JUB SOLUTIONS INC	RECONCILED	7/12/2007	YES	199.75	199.75	.00
89147	6/21/2007	LEAGUE OF OREGON CITIES	RECONCILED	7/12/2007	YES	15.00	15.00	.00
89148	6/21/2007	MCGUIRE BEARING CO	RECONCILED	7/12/2007	YES	30.00	30.00	.00
89149	6/21/2007	NEXTEL COMMUNICATIONS	RECONCILED	7/12/2007	YES	1,390.63	1,390.63	.00
89150	6/21/2007	ONE CALL CONCEPTS INC	RECONCILED	7/12/2007	YES	97.65	97.65	.00
89151	6/21/2007	OR DEPT OF TRANSPORTATION	RECONCILED	7/12/2007	YES	2,542.61	2,542.61	.00
89153	6/21/2007	PETROCARD	RECONCILED	7/12/2007	YES	1,035.46	1,035.46	.00
89154	6/21/2007	QUINLAN PUBLISHING GROUP	RECONCILED	7/12/2007	YES	187.00	187.00	.00
89155	6/21/2007	RED WING SHOE STORE	RECONCILED	7/12/2007	YES	318.71	318.71	.00
89156	6/21/2007	SAFFRON SUPPLY CO	RECONCILED	7/12/2007	YES	1,398.80	1,398.80	.00
89157	6/21/2007	SILVERFLEET SYSTEMS	RECONCILED	7/12/2007	YES	4,113.99	4,113.99	.00
89158	6/21/2007	STATE OF OREGON CORP DIVI	RECONCILED	7/12/2007	YES	20.00	20.00	.00
89160	6/21/2007	TAYLOR HONDA	RECONCILED	7/12/2007	YES	68.53	68.53	.00

WOODBURN LIVE
DATE 7/12/07
TIME 10:12:02

CITY OF WOODBURN

PAGE 4
AP0460
VEEOT

CHECK REGISTER

CHECK #	CHECK DATE	PAYEE NAME	STATUS	STATUS DATE	UPDATED	CHECK AMOUNT	RECONCILED AMT	DIFFERENCE
89161	6/21/2007	TRAFFIC SAFETY SUPPLY CO	RECONCILED	7/12/2007	YES	4,225.00	4,225.00	.00
89163	6/21/2007	TRUE CARE INC	RECONCILED	7/12/2007	YES	100.00	100.00	.00
89164	6/21/2007	WILLAMETTE VALLEY SECURIT	RECONCILED	7/12/2007	YES	282.50	282.50	.00
89165	6/21/2007	WOODBURN AUTOMOTIVE REPAI	RECONCILED	7/12/2007	YES	806.42	806.42	.00
89166	6/21/2007	WOODBURN INDEPENDENT	RECONCILED	7/12/2007	YES	168.00	168.00	.00
89167	6/21/2007	WOODBURN SCHOOL DIST 103C	RECONCILED	7/12/2007	YES	1,530.00	1,530.00	.00
89168	6/21/2007	YES GRAPHICS	RECONCILED	7/12/2007	YES	1,167.40	1,167.40	.00
89169	6/21/2007	YES GRAPHICS	RECONCILED	7/12/2007	YES	48.00	48.00	.00
89170	6/21/2007	YES	RECONCILED	7/12/2007	YES	129.00	129.00	.00
89171	6/29/2007	BREAH PIKE-SALAS	RECONCILED	7/12/2007	YES	2,488.18	2,488.18	.00
89172	6/29/2007	JUAN MATA	RECONCILED	7/12/2007	YES	500.00	500.00	.00
89216	6/29/2007	BENJAMIN WARD	RECONCILED	7/12/2007	YES	975.00	975.00	.00
BANK AP TOTAL:						337,070.60	337,070.60	.00

RECONCILED . . . : 170 CHECKS 337,070.60
NOT RECONCILED . . . : CHECKS .00
VOIDED . . . : CHECKS .00
UPDATED . . . : 170 CHECKS 337,070.60
NOT UPDATED . . . : CHECKS .00

July 23, 2007

TO: Mayor and City Council through City Administrator
FROM: Scott Russell, Chief of Police *SR*
SUBJECT: **Police Department Statistics – June 2007**

RECOMMENDATION:

Receive the Report

BACKGROUND:

The attached report lists year to date reported offenses and arrests displayed by month, and the monthly Code Enforcement Statistics.

DISCUSSION:

The statistics have been gathered from the Police Departments Records Management System. The Previous year's crime statistics are also displayed for comparison purposes.

FINANCIAL IMPACT:

None

Agenda Item Review:

City Administrator *SR*

City Attorney *MS*

Finance *Ben*

WOODBURN POLICE DEPARTMENT ORDINANCE CALLS FOR SERVICE
JUNE 07

INCIDENT DESCRIPTION	CODE	DISCIPLINE	TOTAL
ASSIST OTHER POLICE AGENCY	AOA	Code Enforcement	0
ATTEMPT TO LOCATE	ATL NO CR	Code Enforcement	0
FIELD INTERVIEW REPORT	FIR	Code Enforcement	0
LIQUOR VIOLATION	LIQ	Code Enforcement	0
ORDINANCE	ORD	Code Enforcement	39
ABANDONED VEHICLE	ABAN	Code Enforcement	21
ABATE	ABAT	Code Enforcement	14
ANIMAL COMPLAINT	ANIM	Code Enforcement	59
AREA CHECK	AREA	Code Enforcement	0
BUSINESS LIC CHECK	Bus Lic	Code Enforcement	13
DRUGS	DRUG	Code Enforcement	0
TALL GRASS	GRAS	Code Enforcement	27
MISC	MISC	Code Enforcement	0
PARKING VIOLATION	PRKV	Code Enforcement	2
PUBLIC ASSIST	PUBL	Code Enforcement	0
TRESPASS	TRES	Code Enforcement	0
VANDALISM	VAND	Code Enforcement	0
LAND USE VIOLATIONS		Code Enforcement	5

TOTAL			180

Woodburn Police Dept.
DATE: 7/18/2007
TIME: 12:12:07
ORI#: OR0240500 WPD
DATE USED: OFFENSE DATE

MONTHLY CRIMINAL OFFENSES FOR JANUARY THRU JUNE 2007
RESULTS FOR ALL OFFENSES

PAGE 1
PL6860
SCOTTRU

CHARGE DESCRIPTION	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
AGGRAVATED ASSAULT	0	1	4	2	2	3	12
ANIMAL ORDINANCES	2	3	1	5	12	15	38
ASSAULT SIMPLE	12	7	12	12	10	16	69
BURGLARY - BUSINESS	3	1	1	1	2	2	10
BURGLARY - OTHER STRUCTURE	2	4	3	2	0	2	13
BURGLARY - RESIDENCE	7	10	6	2	6	5	36
CHILD NEGLECT	1	1	1	1	0	3	7
CITY ORDINANCE	4	5	8	0	4	6	27
CRIME DAMAGE-NO VANDALISM OR ARSON	36	26	27	13	13	13	128
CURFEW	0	1	5	0	2	1	9
CUSTODY - DETOX	2	1	0	3	1	1	8
CUSTODY - MENTAL	1	1	1	1	1	0	5
CUSTODY - PROTECTIVE	0	0	2	0	0	0	2
DISORDERLY CONDUCT	3	3	5	7	5	5	28
DOCUMENTATION	0	2	0	1	0	0	3
DRINKING IN PUBLIC	0	2	4	1	0	0	7
DRIVING UNDER INFLUENCE	12	11	17	7	6	10	63
DRUG LAW VIOLATIONS	27	20	19	16	14	20	116
DWS/REVOKED-MISDEMEANOR	5	7	2	4	3	4	25
ELUDE	0	0	3	0	0	1	4
EMBEZZLEMENT	0	0	0	1	0	0	1
ESCAPE FROM YOUR CUSTODY	0	1	1	0	0	0	2
EXTORTION/BLACKMAIL	0	0	1	0	0	0	1
FAIL TO DISPLAY OPERATORS LICENSE	4	8	6	1	2	3	24
FAMILY-OTHER	0	1	0	1	0	0	2
FORCIBLE RAPE	0	0	1	0	0	0	1
FORGERY/COUNTERFEITING	8	4	5	6	11	16	50
FRAUD - ACCOUNT CLOSED CHECK	0	0	0	1	0	0	1
FRAUD - BY DECEPTION/FALSE PRETENSES	0	0	0	3	2	0	5
FRAUD - CREDIT CARD/AUTOMATIC TELLER MACHINE	0	0	0	3	0	0	3
FRAUD - IMPERSONATION	0	2	1	0	2	1	6
FRAUD - NOT SUFFICIENT FUNDS CHECK	0	1	0	0	0	0	1
FRAUD - OF SERVICES/FALSE PRETENSES	1	1	1	0	0	0	3
FUGITIVE ARREST FOR ANOTHER AGENCY	27	44	35	38	25	26	195
FURNISHING	2	0	5	0	0	2	9
GARBAGE LITTERING	2	0	1	0	3	0	6
HIT AND RUN FELONY	0	2	0	0	1	1	4
HIT AND RUN-MISDEMEANOR	8	6	10	8	15	11	58
INTIMIDATION /OTHER CRIMINAL THREAT	1	0	1	0	1	3	6
KIDNAP - FOR ADDITIONAL CRIMINAL PURPOSE	0	0	1	0	1	1	3
KIDNAP - HI-JACK,TERRORIST	0	0	0	1	0	0	1
LICENSING ORDINANCES	2	2	1	0	3	0	8
MINOR IN POSSESSION	3	1	5	0	2	3	14
MISCELLANEOUS	33	13	5	9	10	2	72
MOTOR VEHICLE THEFT	7	14	12	6	3	5	47
OTHER	16	12	8	9	12	10	67
PROPERTY - FOUND LOST MISLAID	23	22	23	17	11	12	108
PROPERTY RECOVER FOR OTHER AGENCY	0	0	1	1	0	0	3
PROSTITUTION - ENGAGE IN	0	0	0	0	1	0	1
PUBLIC HEALTH AND SAFETY ORDINANCES	0	17	14	10	13	22	76
RECKLESS DRIVING	1	2	3	2	2	2	12

Woodburn Police Dept.
DATE: 7/18/2007
TIME: 12:11:57
ORI#: OR0240500 WPD

MONTHLY ARRESTS BY OFFENSE FOR JANUARY THRU JUNE 2007
RESULTS FOR ALL CHARGES

PAGE 1
PL6850
SCOTTRU

CHARGE DESCRIPTION	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
AGGRAVATED ASSAULT	0	0	2	6	4	2	14
AGGRAVATED MURDER	0	0	0	0	0	0	0
ANIMAL ORDINANCES	0	0	0	0	0	0	0
ARSON	0	0	0	0	0	0	0
ASSAULT SIMPLE	12	5	14	15	11	14	71
ATTEMPTED MURDER	0	0	0	0	0	0	0
BOMB THREAT	0	0	0	0	0	0	0
BOMB THREAT	0	0	0	0	0	0	0
BOMB THREAT	0	0	0	0	0	0	0
BOMB THREAT	0	0	0	0	0	0	0
BURGLARY - BUSINESS	0	0	0	0	0	0	0
BURGLARY - OTHER STRUCTURE	0	4	0	0	0	0	4
BURGLARY - RESIDENCE	1	9	4	0	0	1	15
BURGLARY - RESIDENCE	0	0	0	0	0	0	0
CHILD ABDANDOMENT	0	0	0	0	0	0	0
CHILD NEGLECT	2	0	0	3	0	3	8
CITY ORDINANCE	0	0	3	0	0	0	3
CRIME DAMAGE-NO VANDALISM OR ARSON	4	4	1	0	6	0	15
CURFEW	0	2	7	0	7	1	17
CUSTODIAL INTERFERENCE	0	0	0	0	0	0	0
CUSTODY - DETOX	2	1	0	3	1	1	8
CUSTODY - MENTAL	1	1	1	1	1	0	5
CUSTODY - PROTECTIVE	0	0	1	0	0	0	1
DISORDERLY CONDUCT	4	5	6	15	7	8	45
DOCUMENTATION	0	0	0	0	0	0	0
DRINKING IN PUBLIC	0	2	5	0	0	0	7
DRIVING UNDER INFLUENCE	12	11	18	6	7	10	64
DRUG LAW VIOLATIONS	25	19	22	19	28	30	143
DRUG PARAPHERNALIA	0	0	0	0	0	0	0
DWS/REVOKED - FELONY	0	0	0	0	0	0	0
DWS/REVOKED-MISDEMEANOR	5	7	4	4	4	4	28
ELUDE	0	1	3	1	0	0	5
EMBEZZLEMENT	0	0	0	0	0	0	0
ESCAPE FROM YOUR CUSTODY	0	1	1	0	0	0	2
EXTORTION/BLACKMAIL	0	0	0	0	0	0	0
FAIL TO DISPLAY OPERATORS LICENSE	5	8	7	1	2	3	26
FAMILY-OTHER	0	0	0	2	0	0	2
FORCIBLE RAPE	1	0	0	0	0	0	1
FORGERY/COUNTERFEITING	6	1	3	3	8	13	34
FRAUD - ACCOUNT CLOSED CHECK	0	0	0	0	0	0	0
FRAUD - BY DECEPTION/FALSE PRETENSES	0	0	0	5	0	0	5
FRAUD - CREDIT CARD/AUTOMATIC TELLER MACHINE	0	0	0	1	0	0	1
FRAUD - IMPERSONATION	0	1	1	0	1	1	4
FRAUD - NOT SUFFICIENT FUNDS CHECK	0	0	0	0	0	0	0
FRAUD - OF SERVICES/FALSE PRETENSES	0	0	0	1	0	0	1
FRAUD - WIRE	0	0	0	0	0	0	0
FRAUD-OTHER	0	0	0	0	0	0	0
FUGITIVE ARREST FOR ANOTHER AGENCY	28	46	40	42	26	27	209
FURNISHING	2	0	4	0	0	2	8
GAMBLING - GAMES	0	0	0	0	0	0	0
GAMBLING - OTHER	0	0	0	0	0	0	0
GARBAGE LITTERING	3	0	1	0	3	0	7
HIT AND RUN FELONY	0	0	0	0	1	1	2
HIT AND RUN-MISDEMEANOR	1	0	2	2	5	3	13
ILLEGAL ALIEN - INS HOLD	0	0	1	0	0	0	1

Woodburn Police Dept.
DATE: 7/18/2007
TIME: 12:11:57
ORI#: OR0240500 WPD

MONTHLY ARRESTS BY OFFENSE FOR JANUARY THRU JUNE 2007
RESULTS FOR ALL CHARGES

PAGE 2
PL6850
SCOTTRU

CHARGE DESCRIPTION	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
-----	-----	-----	-----	-----	-----	-----	-----
INTIMIDATION /OTHER CRIMINAL THREAT	2	0	4	3	2	3	14
JUSTIFIABLE HOMICIDE	0	0	0	0	0	0	0
KIDNAP - FOR ADDITIONAL CRIMINAL PURPOSE	0	0	1	0	0	1	2
KIDNAP - FOR RANSOM	0	0	0	0	0	0	0
KIDNAP - HI-JACK,TERRORIST	0	0	0	1	0	0	1
KIDNAP - HOSTAGE/SHIELD OR REMOVAL/DELAY WITNESS	0	0	0	0	0	0	0
LICENSING ORDINANCES	0	0	0	0	0	0	0
LIQUOR LAW-OTHER	0	0	0	0	0	0	0
LIQUOR LICENSE VIOLATIONS	0	0	0	0	0	0	0
MINOR IN POSSESSION	3	1	33	0	3	6	46
MINOR ON PREMISES	0	0	0	0	0	0	0
MISCELLANEOUS	0	0	0	0	0	0	0
MOTOR VEHICLE THEFT	0	3	0	1	0	0	4
NEGLIGENT HOMICIDE - TRAFFIC	0	0	0	0	0	0	0
NEGLIGENT MANSLAUGHTER	0	0	0	0	0	0	0
NON CRIMINAL DOMESTIC DISTURBANCE	0	0	0	0	0	0	0
OTHER	12	14	8	10	13	12	69
PROPERTY - FOUND LOST MISLAID	0	0	0	0	0	0	0
PROPERTY RECOVER FOR OTHER AGENCY	0	0	0	0	0	0	0
PROSTITUTION - COMPEL	0	0	0	0	0	0	0
PROSTITUTION - ENGAGE IN	0	0	0	0	2	0	2
PROSTITUTION - PROMOTE	0	0	0	0	0	0	0
PUBLIC HEALTH AND SAFETY ORDINANCES	0	0	0	0	0	0	0
RECKLESS DRIVING	2	2	4	2	3	2	15
ROBBERY - BANK	0	0	0	0	0	0	0
ROBBERY - BUSINESS	0	0	0	0	0	0	0
ROBBERY - CAR JACKING	0	0	0	0	1	2	3
ROBBERY - CONV.STORE	0	0	0	0	0	0	0
ROBBERY - HIGHWAY	0	0	0	0	0	0	0
ROBBERY - OTHER	0	0	1	0	0	0	1
ROBBERY - RESIDENCE	0	0	0	0	0	0	0
ROBBERY - SERVICE STATION	1	0	0	0	0	0	1
RUNAWAY	1	1	0	0	0	0	2
SEX CRIME - CONTRIBUTE TO SEX DELINQUENCY	0	0	0	0	0	0	0
SEX CRIME - EXPOSER	0	0	0	2	2	0	4
SEX CRIME - FORCIBLE SODOMY	0	0	0	0	0	0	0
SEX CRIME - INCEST	0	0	0	0	0	0	0
SEX CRIME - MOLEST (PHYSICAL)	1	0	0	1	0	1	3
SEX CRIME - NON FORCE SODOMY	0	0	0	0	0	0	0
SEX CRIME - NON-FORCE RAPE	0	0	0	0	0	0	0
SEX CRIME - OBSCENE PHONE CALL	0	0	0	0	0	0	0
SEX CRIME - OTHER	0	0	0	0	0	0	0
SEX CRIME - PORNOGRAPHY/OBSCENE MATERIAL	0	0	0	0	0	0	0
SEX CRIME - SEXUAL ASSAULT WITH AN OBJECT	0	0	0	0	0	1	1
STALKER	0	0	0	0	0	0	0
STOLEN PROPERTY - RECEIVING, BUYING, POSSESSING	1	1	0	3	1	1	7
SUICIDE	0	0	0	0	0	0	0
THEFT - BICYCLE	1	1	0	0	0	0	2
THEFT - BUILDING	0	2	0	0	0	0	2
THEFT - COIN OP MACHINE	0	0	0	0	0	0	0
THEFT - FROM MOTOR VEHICLE	1	0	0	0	6	0	7
THEFT - MOTOR VEHICLE PARTS/ACCESSORIES	0	0	0	0	0	0	0

Woodburn Police Dept.
 DATE: 7/18/2007
 TIME: 12:11:57
 ORI#: OR0240500 WPD

PAGE 3
 PL6850
 SCOTTRU

MONTHLY ARRESTS BY OFFENSE FOR JANUARY THRU JUNE 2007
 RESULTS FOR ALL CHARGES

CHARGE DESCRIPTION	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
THEFT - OTHER	1	0	3	5	2	1	12
THEFT - PICKPOCKET	0	0	0	0	0	0	0
THEFT - PURSE SNATCH	0	0	0	0	0	0	0
THEFT - SHOPLIFT	3	1	7	13	9	27	60
TRAFFIC ORDINANCES	0	1	0	0	0	0	1
TRAFFIC VIOLATIONS	33	38	54	21	23	33	202
TRESPASS	13	12	9	7	8	6	55
VANDALISM	0	0	9	0	1	6	16
VEHICLE RECOVERED FOR OTHER AGENCY	0	0	0	0	0	0	0
WARRANT ARREST FOR OUR AGENCY	0	1	0	0	1	0	2
WEAPON - CARRY CONCEALED	2	3	3	0	1	1	10
WEAPON - EX FELON IN POSSESSION	0	1	0	0	0	1	2
WEAPON - OTHER	0	2	1	0	0	0	3
WEAPON - POSSESS ILLEGAL	2	1	2	0	2	1	8
WEAPON - SHOOTING IN PROHIBITED AREA	0	0	1	0	0	0	1
WILLFUL MURDER	0	0	0	0	0	0	0
ZONING ORDINANCE	0	0	0	0	0	0	0
2007 TOTAL:	193	213	291	201	202	229	1329
2006 TOTAL:	213	218	322	253	223	226	1455
2005 TOTAL:	129	149	144	234	241	231	1128

Agenda Item

July 23, 2007

TO: Honorable Mayor and City Council through City Administrator

VIA: G.S. Tiwari, Public Works Director

FROM: Randall Rohman, Public Works Program Manager

SUBJECT: Special Transportation Agreement for FY2007-2009

RECOMMENDATION: Approve the attached resolution entering into a Special Transportation Agreement with Salem Area Transit District to receive \$25,000 in Special Transportation Funds for elderly and disabled transportation.

BACKGROUND: The Special Transportation Fund (STF) is derived from a portion of the State of Oregon cigarette tax and dedicated for use in providing transportation for the elderly and disabled. The city's Dial-A-Ride program has been awarded varying amounts of these elderly and disabled transportation grant funds on an annual basis since 1988. The state allocates these funds by formula based on population to each county. In Marion County, in accordance with state statute, the special transportation funds are administered and disbursed by the Salem Area Transit District.

DISCUSSION: The city submitted an application to Salem Transit District for STF elderly and disabled transportation funding for fiscal year 2007-2008. Through the grant process conducted by the Salem Transit District the City was awarded \$25,000 for its Dial-A-Ride Program to provide transportation for elderly and disabled residents of the community. The Special Transportation Agreement provides the grant funds. The agreement is for two fiscal years, FY2007-2009, but funding is provided only for 2007-2008. After FY 2008-2009 funding is determined Salem Transit will develop an amendment to this agreement to provide the FY2007-2009 grant funds.

Staff recommends that the resolution be approved authorizing the City Administrator to sign the Special Transportation Agreement on behalf of the city.

FINANCIAL IMPACT: The approved 2007-2008 Transit Fund revenue budget includes this grant funding from the elderly and disabled Special Transportation Fund.

Agenda Item Review:

City Administrator

City Attorney

Finance

COUNCIL BILL NO.

RESOLUTION NO.

A RESOLUTION ENTERING INTO A SPECIAL TRANSPORTATION AGREEMENT WITH SALEM AREA MASS TRANSIT DISTRICT AND AUTHORIZING THE CITY ADMINISTRATOR TO SIGN SUCH AMENDMENT.

WHEREAS, the City of Woodburn applied for State of Oregon Elderly and Disabled Special Transportation Fund grant funding for fiscal year 2007-2008 as approved for under Oregon Statute; and

WHEREAS, the City of Woodburn has been awarded \$25,000 in Special Transportation Fund operating assistance for the Dial-A-Ride program; and

WHEREAS, the Salem Area Mass Transit District administers the Elderly and Disabled Special Transportation Fund for Marion County; and

WHEREAS, the Salem Area Mass Transit District has provided a Special Transportation Agreement to provide FY 2007-2009 Special Transportation Fund operating assistance to the Dial-A-Ride program, NOW THEREFORE,

THE CITY OF WOODBURN RESOLVES AS FOLLOWS:

Section 1. That the City of Woodburn enter into the FY 2007-2009 Special Transportation Agreement with the Salem Area Mass Transit District which is affixed as Attachment "A" and by this reference incorporated herein, to secure Elderly and Disabled Special Transportation Fund grant funding for Dial-A-Ride operating assistance.

Section 2. That the City Administrator is authorized to sign said amendment on behalf of the City.

Approved as to form: 
City Attorney

7/17/2007
Date

APPROVED: _____
Kathryn Figley, Mayor

Passed by the Council	_____
Submitted to the Mayor	_____
Approved by the Mayor	_____
Filed in the office of the Recorder	_____


ATTEST: _____
Mary Tennant, City Recorder
City of Woodburn, Oregon

ATTACHMENT “A”

Due to the length of the attachment, it has not been included in the Council packet. The attachment will be available for review at Public Works or at the Council meeting.

July 23, 2007

TO: Honorable Mayor and City Council

FROM: John C. Brown, City Administrator 

SUBJECT: **Salary and Benefit Adjustments for Non-Union Employees**


RECOMMENDATION:

It is recommended the City Council adopt the attached Resolution establishing employee compensation including salary and benefits, for management/non-union general service employees for 2007-08 and 2008-09, effective October 1, 2007 and July 1, 2008, respectively.


BACKGROUND:

The City conducted two salary and classification studies in 2006, one for AFSCME-represented employees, and one for the management/non-union general service employees who are not employed pursuant to an individual employment agreement. The AFSCME study recommended reclassification for three positions. The study also recommended salary adjustments to bring a variety of positions closer to market averages. Those recommendations are reflected in the recently approved agreement with AFSCME. The non-union study recommended one reclassification, which the Council recently implemented. The study found that salary grades for remaining positions are essentially at the market average, and recommended no compensatory adjustments to them. The study noted, however, only Woodburn among its comparators does not grant a full step increase when an employee reaches the top salary step. Woodburn grants a five percent increase at each step between "A" and "D", but only 2.5 percent between "D" and "E". This policy was implemented in 1996. The "E" step increase was five percent prior to 1996. For consistency with our comparators, the study recommended Woodburn reinstitute the five percent increase at "E" step.

Agenda Item Review:

City Administrator 

City Attorney 

Finance 

DISCUSSION:

The City Council has granted the same cost of living adjustment (COLA) to non-represented employees as that granted to AFSCME-represented staff. This was done based on past practice and to avoid salary compaction between managers and their staffs. The current agreement with AFSCME provides three (3) percent COLAs, effective July 1, 2007 and July 1, 2008. Consistent with past practice, it is recommended the Council grant management and non-represented employees a three percent COLA for 2007 and 2008.

Police officer salaries are adjusted in July. Until two years ago, COLAs were granted to AFSCME and non-union groups in October. In 2005, AFSCME-represented employees negotiated COLAs effective July 1st. For consistency with these groups, it is recommended management and non-union increases be granted effective July 1st. To contain costs and to make the remaining actions recommended in this report more affordable, this change is proposed for July 2008; COLAs for 2007 are recommended effective October 1st. Schedules detailing the effect of increases on each affected wage classification are included as exhibits to the attached resolution.

Based on a health care re-opener conducted concurrent with salary survey work, the AFSCME agreement also increased the City's share of employee health insurance premiums to 85 percent, effective July 1, 2008 for the remainder of the contract period (June 30, 2009). For consistency with the benefit granted the AFSCME group, it is recommended the City Council extend the same benefit to management and non-represented employees.

The 1996 decision to reduce the "E" step increase to 2.5 percent was intended to provide managers incentive for increased performance. In practice, a 2.5 percent increase is insufficient incentive to significantly affect performance. It also lessens the competitiveness of the salary range at its top end when compared to other jurisdictions, and makes recruiting for these positions more difficult. (Although benefits were not included in the scope of recent salary surveys, the policy that employees pay their share of PERS rates also places Woodburn at a competitive disadvantage with comparator jurisdictions. Two thirds (2/3) of our comparator jurisdictions pay the employee share of PERS).

Recognizing a 2.5 percent increase at the "E" step provides limited incentive, the City Council has since 2000 endorsed employment contracts for managers as a meaningful way to implement pay for performance. All department heads, many division heads, and some mid-level managers now have

employment contracts. These managers are compensated based on how well they meet performance goals. Justification for adjustment is reviewed annually. Depending on performance, adjustments can range from zero to ten percent. At the low end, instances of no increase have occurred; a seven percent increase is the largest granted so far. Most adjustments range between three and five percent. Managers are eligible for performance increases annually, whereas the "E" step adjustment occurs only once.

The ability to obtain meaningful performance-based increases on an ongoing basis motivates managers to accept employment agreements and to strive for better performance. Contract employees serve at will, and can be terminated at any time. Therefore, it is my preference to reject the consultant's recommendation regarding increasing the "E" step adjustment. Instead, I propose, and have proposed to managers, to make wider use of the employment contract and its incentives. Managers and non-represented employees as a group have agreed with this approach; some are already showing interest in converting to employment contract.

The differences in the compensation packages offered to managers, and their union-represented subordinates have diminished. The only difference between these compensation packages is the manager's eligibility to obtain a city match for salary contributed to the 457 deferred compensation program. The City currently matches employee contributions of 2 percent with a like amount. Compensation provided in this manner is beneficial for the City. Unlike a wage increase, it is not subject to "roll-up costs" such as PERS, Social Security, and unemployment insurance. Compensation of this type is also beneficial to the employee, as it is not immediately subject to taxation, and is taxed at a lower rate following the employee's retirement. The employee further benefits from increased financial security in their retirement years, through the saving it encourages. Not all managers take advantage of this benefit. Some chose different investment mechanisms, others, like me already contribute the maximum allowed by law from their salaries and cannot take advantage of a City-provided match.

The match provided to managers participating in the 457 program will likely be the subject of future union negotiations, and is an attractive alternative to a wage increase. To maintain differentiation between management and union compensation packages, it is recommended the Council increase the City match, on a percent to percent basis, up to a maximum of five percent. This benefit also increases the attractiveness of the City's compensation package to job applicants, and may serve to offset misgivings regarding our PERS policies.

FINANCIAL IMPACT:

The recommended actions result in a three percent cost of living adjustment for management, full-time, regular part-time, and temporary non-union employees, effective October 1, 2007 and July 1, 2008. They also increase the City's share of health care premiums to 85 percent, effective July 1, 2008; continue all other current benefits with adjustments for premium increases; and provide up to a five percent match to this group's deferred compensation contributions.

The total cost, including benefits, for all funds of the recommended COLA for 2007 is estimated at \$64,706. Estimated costs for 2008, including the increase share of health care premiums, are \$124,563. The General Fund share of these costs is \$35,008 and \$63,504, respectively. Funding to support these costs for 2007-08 is included in the adopted budget. Costs associated with increasing the City's deferred compensation match will be based on the number of employees taking advantage of the program, and the amounts they contribute from their salary. If every eligible employee were to participate in the deferred compensation program (currently they do not), and if each employee were to contribute a maximum of five percent of their salary (some will contribute less) maximum costs to the City in all funds would be \$56,081 in 2007, and \$77,018 in 2008. The General Fund share of these costs would be \$34,533 and \$47,427, respectively.

**COUNCIL BILL NO.
RESOLUTION NO.**

**A RESOLUTION ESTABLISHING EMPLOYEE COMPENSATION INCLUDING
SALARY AND BENEFITS.**

WHEREAS, the City Council has reviewed the pay plan and benefit compensation recommendation of the City Administrator as required by Rule 8 of the City's Personnel Policy and Procedure Manual; and

WHEREAS, the City Council is obligated per Section 11 of the Woodburn City Charter to establish compensation for each City officer and employee; now, therefore,

THE CITY OF WOODBURN RESOLVES AS FOLLOWS:

Section 1. Effective October 1, 2007, the salary range for all management / non-union general service employees shall be increased by a cost of living adjustment of three percent (3.0%). A copy of the schedule incorporating said provisions is attached as "Exhibit A". Effective July 1, 2008, a cost of living adjustment of three percent (3%) shall be applied to the management / non-union general service salary schedule in effect June 30, 2008.

Section 2. The hourly rate schedule for part-time and limited term/temporary employees is attached hereto as "Exhibit B" and hereby adopted effective October 1, 2007. Effective July 1, 2008, a cost of living adjustment of three percent (3%) shall be applied to the salary schedule for part-time and limited term / temporary employees in effect June 30, 2008.

Section 3. Effective August 1, 2007, permanent part-time employees working set schedules of twenty (20) hours per week or more, but less than forty (40) hours per week shall be eligible for medical and dental insurance coverage. Employees shall be responsible for the full cost of the "employee's share" of such insurances. The cost of the "City's share" of such insurance shall be prorated between the City and the employee, based on the number of hours per week worked by the employee.

Section 4. The City shall continue to provide the existing medical and dental plans, or substantially equivalent benefits under alternative insurance plans for all eligible employees and their enrolled dependents with the insurance premium levels the same as AFSCME contract provisions. Effective July 1, 2008, the insurance premium share shall be eighty-five percent (85%) employer paid and fifteen percent (15%) employee paid for full-time employees working set schedules of forty (40) hours per week. The cost of the "City share" for permanent part-time employees will be pro-rated as defined in Section 3 of this Resolution.

Section 5. Effective October 1, 2007, the City shall increase the existing deferred compensation contribution benefit of two percent (2%) of base salary to an amount not to exceed five percent (5%) provided that the employee contributes an equal or greater percentage. The minimum employee contribution shall be two percent (2%). The total contribution into an employee deferred compensation account cannot exceed limitations imposed under the provisions of the Internal Revenue Code.

Section 6. All other existing management / non-union compensation benefits including, but not limited to, long term disability, life insurance, retirement, leave allowance, step advancements, and incentive adjustments are hereby maintained at current service levels adjusted for premium increases, or decreases, in accordance with agreed upon distributions as contained within the fiscal appropriations of the City of Woodburn.

Approved as to form:



City Attorney

7/20/2007

Date

APPROVED

KATHRYN FIGLEY, MAYOR

Passed by the Council

Submitted to the Mayor

Approved by the Mayor

Filed in the Office of the Recorder

ATTEST

Mary Tennant, Recorder
City of Woodburn, Oregon

NON-UNION GENERAL SERVICE EMPLOYEES
EFFECTIVE: OCTOBER 1, 2007

EXHIBIT A"

<u>GRADE</u>		<u>STEP A</u>	<u>STEP B</u>	<u>STEP C</u>	<u>STEP D</u>	<u>STEP E</u>
01	Admn Assistant	3,035	3,187	3,346	3,513	3,601
02		3,187	3,346	3,514	3,690	3,782
03	Asst. Aquatic Mgr Executive/Legal Assistant Rec. Coord. I	3346	3,514	3,690	3,875	3,972
04	Rec. Coord. II RSVP Program Coord Information Systems Specialist	3514	3,690	3,875	4,069	4,170
05		3,690	3,875	4,069	4,272	4,379
06	Records Supervisor Water System Supervisor Street & Sewer Line Maint Suprv	3,875	4,069	4,272	4,486	4,598
07	Mgmt Analyst II Comm. Relations Officer	4,069	4,272	4,486	4,710	4,828
08	Asst. WWTP Supt Street / Maintenance Supt. Senior Planner	4,272	4,486	4,710	4,946	5,070
09	Senior Engineering Tech. Water Superintendent	4,486	4,710	4,946	5,193	5,323
10	Supervisory Engineering Tech.	4,710	4,946	5,193	5,453	5,589
11	WWTP Superintendent	4,946	5,193	5,453	5,726	5,869
12		5,193	5,453	5,726	6,012	6,163
13	Public Works Mgr. Project Engineer	5,453	5,726	6,012	6,313	6,470
14	Asst. City Engineer	5,726	6,012	6,313	6,629	6,793

* **FLAT RATE:**

City Administrator	10,950
City Attorney	9,003
Public Works Director	(To be determined)
Finance Director	7,725
Community Development Dir.	7,595
Community Services Dir.	7,382
Building Official	7,105
City Recorder	6,911
Information Services Manager	5,629
Library Manager	4,646
Facilities & Aquatics Manager	4,646
Recreation Services Manager	4,646
Asst. City Attorney	5,192
Network Administrator	3,514

* Rates rounded to the nearest whole number

**HOURLY RATES FOR PART-TIME AND LIMITED TERM / TEMPORARY EMPLOYEES
EFFECTIVE OCTOBER 1, 2007**

<u>RANGE</u>		<u>STEP A</u>	<u>STEP B</u>	<u>STEP C</u>	<u>STEP D</u>	<u>STEP E</u>
PT - 4.0	PARK MAINT. WORKER	8.60	9.03	9.48	9.96	10.45
PT - 7.0	CLERK I	10.41	10.93	11.48	12.05	12.66
PT - 7.5	CUSTODIAN	10.67	11.20	11.76	12.35	12.97
PT - 8.0	LIBRARY ASSISTANT	10.93	11.48	12.05	12.66	13.29
PT - 8.5	CLERK II	11.20	11.76	12.35	12.97	13.62
PT - 9.0	MUNI COURT CLERK	11.48	12.05	12.66	13.29	13.95
PT - 9.5	MUNI COURT CLERK (w/Lang)	11.76	12.35	12.97	13.62	14.30
PT - 10.0	RSVP ASSISTANT	12.05	12.66	13.29	13.95	14.65
PT - 10.5	CLERK III	12.35	12.97	13.62	14.30	15.02
PT - 11.0	BUS DRIVER	12.66	13.29	13.95	14.65	15.38
PT - 11.5		12.97	13.62	14.30	15.02	15.77
PT - 12.0	ADMN SECRETARY	13.29	13.95	14.65	15.38	16.15
PT - 12.5		13.62	14.30	15.02	15.77	16.56
PT - 13.0	EVIDENCE TECH. WWTP LAB HELPER	13.95	14.65	15.38	16.15	16.96
PT - 13.5	PLANNING TECHNICIAN	14.30	15.02	15.77	16.56	17.39
PT - 14.0	UTILITY WKR I PERMIT SPECIALIST	14.65	15.38	16.15	16.96	17.81
PT - 14.5		15.02	15.77	16.56	17.39	18.26
PT - 15.0	ENG TECH II DRAFTSMAN CAD / GIS TECHNICIAN	15.38	16.15	16.96	17.81	18.70
PT - 15.5	WWTP OPERATOR I CODE ENFRC OFFICER	15.77	16.56	17.39	18.26	19.17
PT - 16	LIBRARIAN	18.59	19.52	20.50	21.52	22.60

July 23, 2007

TO: Mayor and City Council through City Administrator
FROM: Thomas P. Tennant, Captain *AB*
SUBJECT: **Liquor License Change of Ownership – Full On-Premises Sales**

RECOMMENDATION:

The Woodburn City Council recommend that the OLCC approve a Change of Ownership application for The Happy Garden Buffet Inc., formerly known as The Bunker.

BACKGROUND:

Applicant: Happy Garden Buffet Inc.
1575 Mt. Hood Ave
Woodburn, Or 97071
503-982-8533

Business: Happy Garden Buffet
1575 Mt. Hood Ave
Woodburn, Or 97071
503-982-8533

Owner: Leung, Peter
1178 Hermanson St.
Woodbrun, Or. 97071
541-207-4488

License Type: **Full On-Premise Sales** – Permits beer, wine, cider and hard alcohol sales for on-premise consumption only.

On June 27, 2006 the Woodburn Police Department received an application requesting approval for full on-premise sales license for the Happy Garden Buffet

Agenda Item Review: City Administrator *AB* City Attorney *NLS* Finance *Ben*

located at 1575 Mt. Hood Ave. This location originally housed the Bunker Bar and Grill which possessed a Full On-Premise Sales license when it was open. The above-mentioned applicant is applying for a change of ownership full-on-premise sales license through the Oregon Liquor Control Commission.

The business will be open from 11:00 am to 2:30 am Sunday through Saturday. There will be food service while the business is open, alcohol will be served from 11:00am through 2:30 am. There will be live music, DJ music, karaoke, dancing, coin-operated games, video lottery machines, and pool tables located at the business. The live or DJ music will be from 9:00 pm to 2:00 am, Sunday through Saturday. The police department has received no communication from the public or surrounding businesses in support of or against the change of ownership.

DISCUSSION:

The police department has completed a background investigation on the applicant and found nothing of a questionable nature, which would preclude the issuance of this Liquor License.

FINANCIAL IMPACT:

None

OREGON LIQUOR CONTROL COMMISSION
LIQUOR LICENSE APPLICATION

JUN 27 2007

JUN 28 2007



PLEASE PRINT OR TYPE

Application is being made for:

LICENSE TYPES

- ☒ Full On-Premises Sales (\$402.60/yr)
☒ Commercial Establishment
☐ Caterer
☐ Passenger Carrier
☐ Other Public Location
☐ Private Club
☐ Limited On-Premises Sales (\$202.60/yr)
☐ Off-Premises Sales (\$100/yr)
☐ with Fuel Pumps
☐ Brewery Public House (\$252.60)
☐ Winery (\$250/yr)
☐ Other: _____

ACTIONS

- ☒ Change Ownership
☐ New Outlet
☐ Greater Privilege
☐ Additional Privilege
☐ Other _____

Applying as:

- ☐ Individuals ☐ Limited Partnership ☒ Corporation ☐ Limited Liability Company

FOR CITY AND COUNTY USE ONLY

The city council or county commission:

(name of city or county)

recommends that this license be:

Granted ☐ Denied ☐

By: _____
(signature) (date)

Name: _____

Title: _____

OLCC USE ONLY

Application Rec'd by: OLCC pending

Date: 6-26-07

90-day authority: Yes ☒ No ☐

RECEIVED
OREGON LIQUOR CONTROL COMMISSION

JUN 19 2007

SALEM REGIONAL OFFICE

1. Applicant(s): [See SECTION 1 of the Guide]

① Happy Garden Buffet Inc ③ _____
② _____ ④ _____

2. Trade Name (dba): Happy Garden Buffet

3. Business Location: 1575¹³⁰ Mt Hood Ave Woodburn Marion OR 97071
(number, street, rural route) (city) (county) (state) (ZIP code)

4. Business Mailing Address: 1575¹³⁰ Mt Hood Ave Woodburn OR 97071
(PO box, number, street, rural route) (city) (state) (ZIP code)

5. Business Numbers: 503-982-8533
(phone) (fax)

6. Is the business at this location currently licensed by OLCC? ☒ Yes ☐ No

7. If yes to whom: The Bunker Bar & Grill Type of License: restaurant & Bar

8. Former Business Name: The Bunker Bar & Grill

9. Will you have a manager? ☐ Yes ☒ No Name: _____
(manager must fill out an individual history form)

10. What is the local governing body where your business is located? Woodburn City, Marion County
(name of city or county)

11. Contact person for this application: Peter Leung 541-207-4488
(name) (phone number(s))
1178 Hermanson St Woodburn, OR 97071 peterleung1@msn.com
(address) (fax number) (e-mail address)

I understand that if my answers are not true and complete, the OLCC may deny my license application.

Applicant(s) Signature(s) and Date:

① [Signature] Date 6/11/2007 ③ _____ Date _____
② _____ Date _____ ④ _____ Date _____

1-800-452-OLCC (6522)
www.olcc.state.or.us

July 23, 2007

TO: Mayor and City Council through City Administrator
FROM: Thomas P. Tennant, Captain *XT*
SUBJECT: **Liquor License Additional Privilege – Off-Premises Sales**

RECOMMENDATION:

The Woodburn City Council recommend that the OLCC approve an Additional Privilege application for The Raven Inn Inc.

BACKGROUND:

Applicant: The Raven Inn Inc
262 N. Pacific Hwy
Woodburn, Or 97071
503-982-2951

Business: The Raven Inn
262 N. Pacific Hwy
Woodburn, Or 97071

Manager: Wiltsey, Tina
7976 Clearlake Ct N
Keizer, Or 97303
503-930-9261

License Type: **Additional Privilege : Off-Premises Sales** – Permits beer, wine and cider sales for off-premises consumption only.

On July 11, 2007 the Woodburn Police Department received an application requesting approval for Additional privilege Off-Premise sales license for the Raven Inn located at 262 N. Pacific Hwy. The above-mentioned applicant is applying for additional privileges, the applicant presently has Full On-Premises

Agenda Item Review: City Administrator *[Signature]* City Attorney *[Signature]* Finance *[Signature]*

Sales license. The Additional Privilege license will allow the applicant to sell unopened bottled beer and wine to customers for off premises consumption.

The business will be open from 8:00 am to 2:30 am Sunday through Saturday. There will be food service while the business is open. There will be no live music, but Karaoke will be offered 3 or 4 nights a week from 9:00pm until 2:00 am. Tina Wiltsey was contacted regarding the additional privilege request; Wiltsey advised she had an additional privilege license for the business but it had expired. A records check for the Raven Inn revealed six (6) calls for service in 2005 and one (1) call for service in 2006. In February of 2007 the business was given a citation for having a server without a permit and in April of 2007 the bartender at the business was cited for serving alcohol to a minor. OLCC was contacted regarding this request; they had no issues with The Raven Inn being granted additional privileges. The police department has received no communication from the public or surrounding businesses in support of or against the change of ownership.

DISCUSSION:

The police department has completed a background investigation on the applicant and found nothing of a questionable nature, which would preclude the issuance of this Liquor License.

FINANCIAL IMPACT:

None

OREGON LIQUOR CONTROL COMMISSION
LIQUOR LICENSE APPLICATION

FINANCE DEPARTMENT
CITY OF WOODBURN

JUL 11 2007

2 Receipts:
24428

\$ 08.2526



6/21/07
7/11/07

PLEASE PRINT OR TYPE

Application is being made for:

LICENSE TYPES

- ☐ Full On-Premises Sales (\$402.60/yr)
☐ Commercial Establishment
☐ Caterer
☐ Passenger Carrier
☐ Other Public Location
☐ Private Club

☐ Limited On-Premises Sales (\$202.60/yr)
☒ Off-Premises Sales (\$100/yr)
☐ with Fuel Pumps
☐ Brewery Public House (\$252.60)
☐ Winery (\$250/yr)
☐ Other: _____

ACTIONS

- ☐ Change Ownership
☐ New Outlet
☐ Greater Privilege
☒ Additional Privilege
☐ Other _____

Applying as:

- ☐ Individuals ☐ Limited Partnership ☒ Corporation ☐ Limited Liability Company

FOR CITY AND COUNTY USE ONLY

The city council or county commission:

(name of city or county)

recommends that this license be:

Granted ☐ Denied ☐

By: _____
(signature) (date)

Name: _____

Title: _____

OLCC USE ONLY

Application Rec'd by: OLCC SM

Date: 6/21/07

90-day authority: ☐ Yes ☐ No

1. Applicant(s): [See SECTION 1 of the Guide]

① The Raven Inn, Inc. ③ _____
② _____ ④ _____

2. Trade Name (dba): The Raven Inn

3. Business Location: 262 N. Pacific Hwy Woodburn, OR 97071
(number, street, rural route) (city) (county) (state) (ZIP code)

4. Business Mailing Address: 7976 Clearlake Ct N Keizer, OR 97303
(PO box, number, street, rural route) (city) (state) (ZIP code)

5. Business Numbers: 503-982-2951
(phone) (fax)

6. Is the business at this location currently licensed by OLCC? ☒ Yes ☐ No

7. If yes to whom: The Raven Inn, Inc Type of License: FOP

8. Former Business Name: The Raven Inn

9. Will you have a manager? ☐ Yes ☒ No Name: N/A
(manager must fill out an individual history form)

10. What is the local governing body where your business is located? Woodburn
(name of city or county)

11. Contact person for this application: TINA WILTSEY 503-930-9261
(name) (phone number(s))
7976 Clearlake Ct N Keizer, OR 97303
(address) (fax number) (e-mail address)

I understand that if my answers are not true and complete, the OLCC may deny my license application.



Applicant(s) Signature(s) and Date:

① Tina Wiltsey Pres Date 6/20/07 ③ _____ Date _____
② _____ Date _____ ④ _____ Date _____

1-800-452-OLCC (6522)

www.olcc.state.or.us

July 23, 2007

TO: Honorable Mayor and City Council through City Administrator
VIA: G. S. Tiwari, Public Works Director 
FROM: Randy Scott, Senior Engineer Technician 
SUBJECT: **Contract Award, West Lincoln Storm Sewer Extension**

RECOMMENDATION:

It is recommended that City Council award the construction contract to the lowest responsible bidder, North Santiam Paving for the West Lincoln Storm Sewer Extension in the amount of \$196,521.00.

BACKGROUND:

The contract is in conjunction with Project 2007-009-21, Bid No. 2007-12 for the installation of a 30-inch diameter Storm Sewer Main from the existing system serving within West Lincoln Street to the intersection of Cascade Drive. The project is identified in the current Capital Improvement Program.

Bids for the improvement were received and opened on July 18, 2007. Staff received three qualified bidders as listed below.

1. North Santiam Paving Co.	\$196,521.00
2. Kerr Contractors, Inc.	\$227,490.00
3. Kuenzi Communications, LLC	\$311,210.00*

Engineers Estimate	\$186,300.00
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The recommended award is within 5% of the engineers estimate.

*Bid proposal indicated a total project dollar amount of \$256,300.00, however, the addition of unit cost and unit total comprised a figure of \$311,210.00.

Agenda Item Review:

City Administrator 

City Attorney 

Finance 

DISCUSSION:

Currently storm water runoff discharges from the intersection of Cascade Drive Through a culverted pipe under the mobile home park "Driftwood ", then reaches the city system on the Southeast side of the park. The city has no easements for the piping system, it does not have enough capacity and structures are built over the existing pipe alignment so it is difficult to maintain and has inadequate capacity. This project eliminates any public storm water runoff from entering the mobile home park system and improves the capacity. A 30-inch diameter will extend within West Lincoln Street to Cascade Drive, existing piping and inlets will be replaced and modified connected to the new storm sewer pipe rather than discharging through the mobile home park. In addition an existing inlet on Cascade Drive, that currently discharges into the private system within the mobile home park, will be rerouted within Cascade Drive to the new storm sewer system within Lincoln Street. The project will totally separate the public system from the private system without disturbing the private system pipes.

The contract award is in conformance with public contracting laws of the State of Oregon as outlined in ORS Chapter 279C and the laws, regulations of the City of Woodburn, therefore staff is recommending the contract be awarded.

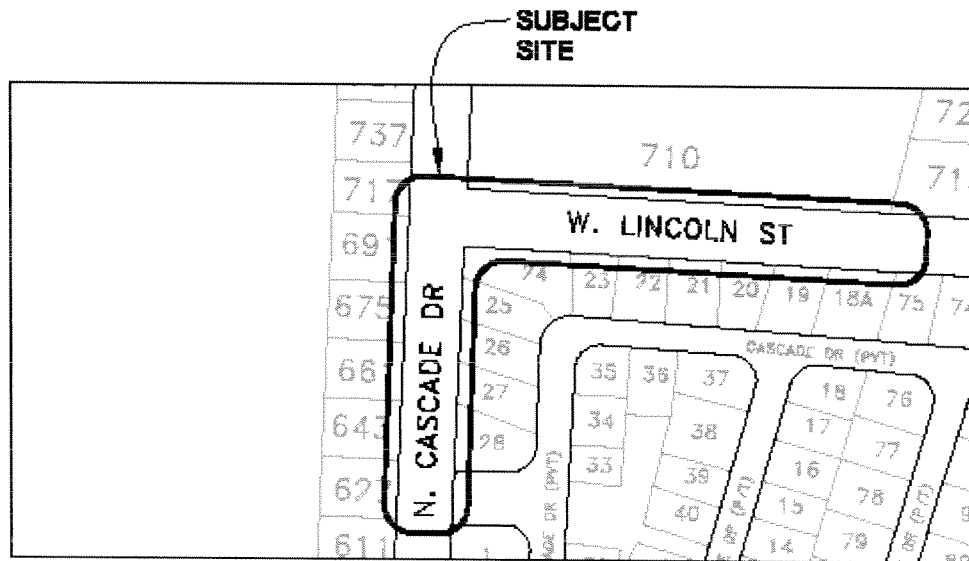
FINANCIAL IMPACT:

Project funding was split in the CIP, 06/07 fiscal year and current 07/08 fiscal year. The project cost of \$196,521.00 will be funded utilizing approved budgeted funds, (Storm CIP and Storm SDC Funds). A portion of funding was budgeted in fiscal years 06/07 but it was not used, thus full amount will be available in this fiscal year.

ATTACHMENTS:


A: Vicinity map of Project.

ATTACHMENT 'A' VICINITY MAPS



N. CASCADE DR/W. LINCOLN ST

July 23, 2007

TO: Honorable Mayor and City Council through City Administrator
VIA: G. S. Tiwari, Public Works Director 
FROM: Randy Scott, Senior Engineer Technician 
SUBJECT: **Contract Award, Pedestrian Warning Device**

RECOMMENDATION:

It is recommended that City Council award the construction contract to the lowest responsible bidder, Signal Construction Group, LLC for the Flashing Beacon Installation at Hardcastle/Park Avenue and Boones Ferry Road/ Henry's Blvd intersection in the amount of \$54,077.00.

BACKGROUND:

The contract is in conjunction with Project 2007-016-37, Bid No. 2008-01 for the installation two flashing beacon pedestrian warning devices located at the intersection of Boones Ferry Road/Henry's Boulevard and the intersection of Hardcastle Avenue/Park Avenue. The project has been brought forward from 06/07 Capital Improvement Program.

Bids for the improvement were received and opened on July 17, 2007. Staff received only one qualified bidder as listed below.

1. Signal Construction Group, LLC	\$54,077.00
Engineers Estimate	\$62,080.00

The recommended award is 13% below the engineers estimate.

DISCUSSION:

The project provides additional safety for pedestrian traffic in the vicinity of schools. Boones Ferry Road is currently identified as Minor Arterial, Hardcastle

Agenda Item Review: City Administrator  City Attorney  Finance 

Avenue as a Service Collector in the Woodburn Transportation System Plan, both have a high volume of traffic. The improvement at the Hardcastle/Park intersection will include a new cross walk and modification to the ADA ramp.

The flashing beacon is somewhat of a specialty type project with a limited number of local contractors that are qualified to perform the type work and this is the busy time of year most, which would explain the lack of bidders on the project.

The contract award is in conformance with public contracting laws of the State of Oregon as outlined in ORS Chapter 279C and the laws, regulations of the City of Woodburn. Therefore, staff is recommending the contract be awarded.

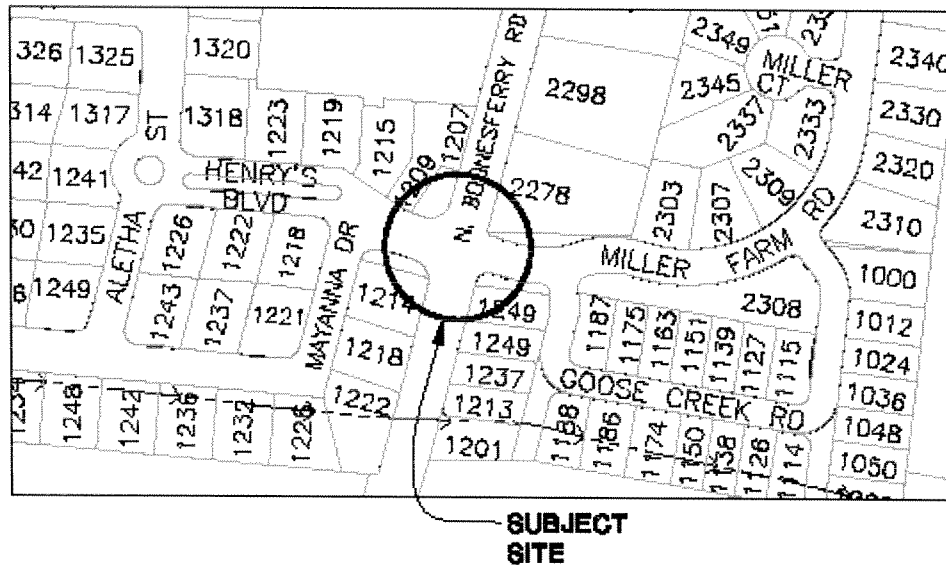
FINANCIAL IMPACT:

The project cost of \$54,077 will be funded utilizing approved budgeted funds, (State Revenue Sharing).

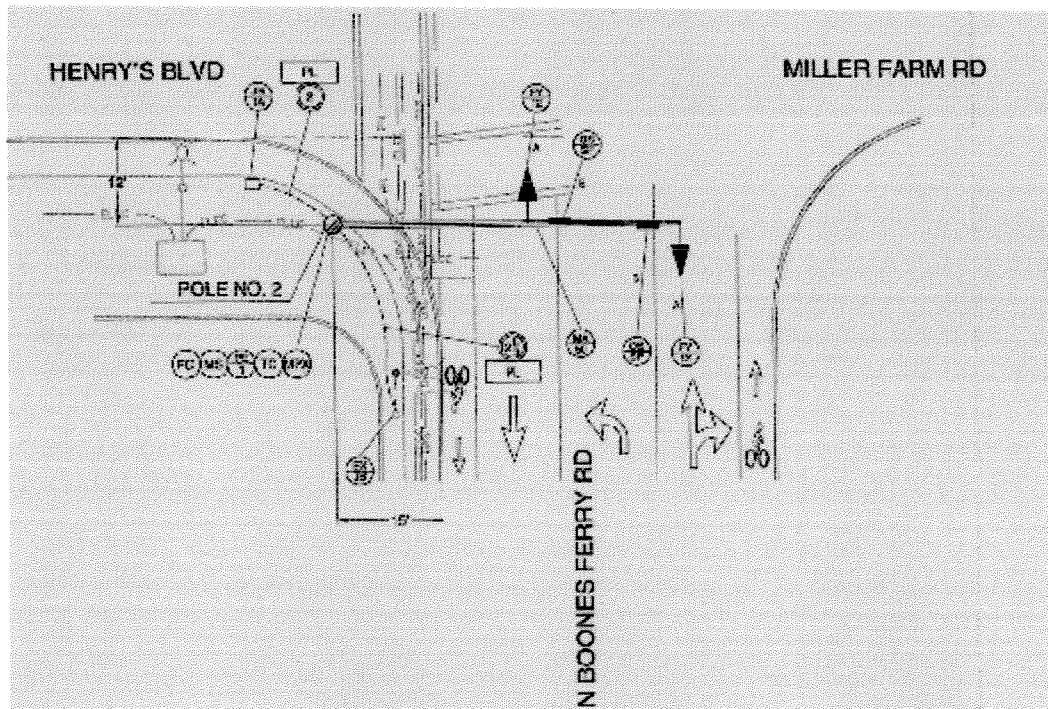
ATTACHMENTS:

A: Vicinity map of Project.

ATTACHMENT 'A' VICINITY MAPS

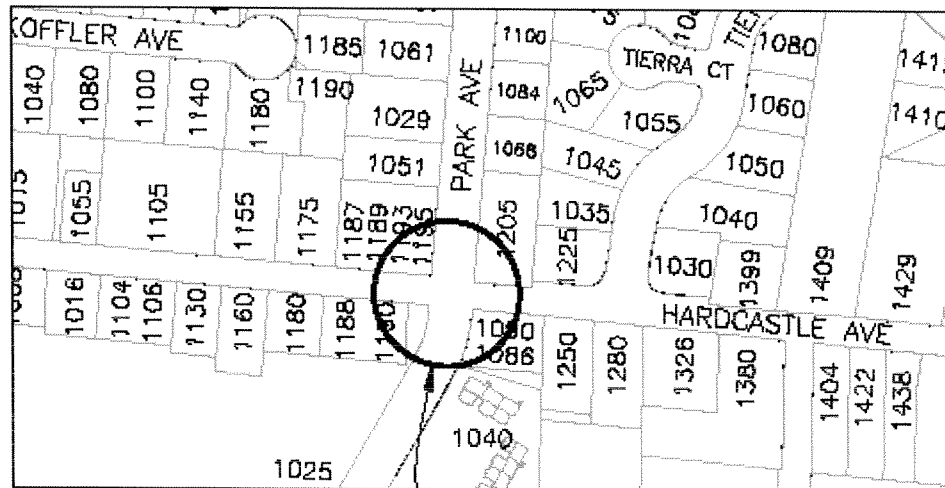


N. BOONES FERRY RD/HENRY'S BLVD



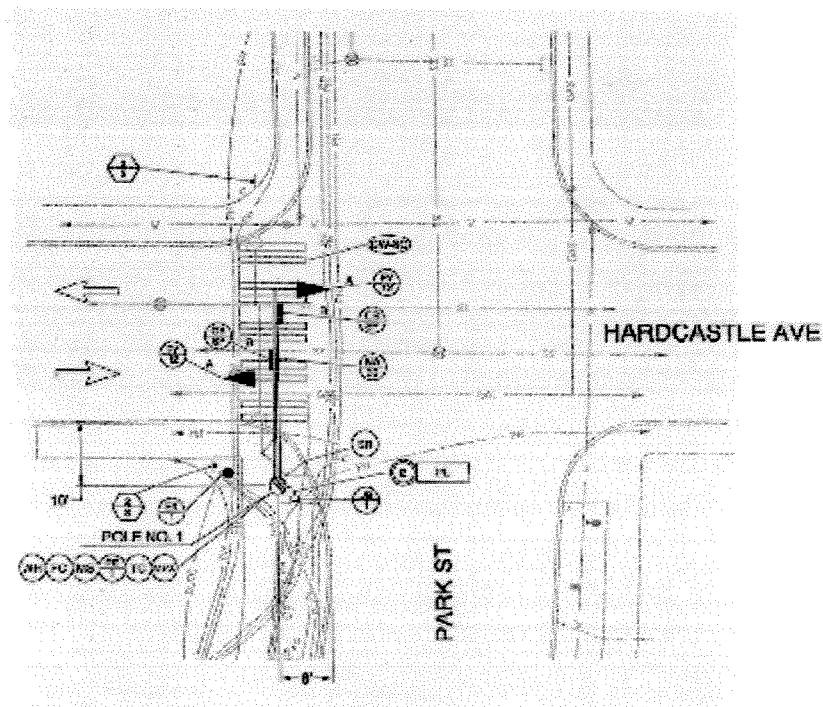
PEDESTRIAN CROSSING PLAN

ATTACHMENT 'A' VICINITY MAPS



SUBJECT
SITE

HARDCASTLE AVE/PARK AVE



PEDESTRIAN CROSSING PLAN